DLAM 7000.5 CONTRACT ADMINISTRATION SERVICES ACCOUNTING PROCEDURES
PART 6 INVOICE CONTROL
CHAPTER 1

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CHAPTER 1 INVOICE SYSTEM

6.1.1 CHAPTER OVERVIEW

6.1.1.1 PURPOSE OF THE INVOICE SYSTEM

This chapter describes the method of entering invoices into the MOCAS and provides the basic validation criteria requirements. Each invoice is assigned an Automated Data Processing Equipment (ADPE) number which will identify and control all invoices and credit memos from the time of receipt until they are paid or; otherwise, disposed of. The system will generate ADPE numbers for all invoices received via Electronic Data Interchange (EDI). Priorities will be established to process Discounts, Progress Payments/Public Vouchers and Others. Batch control procedures will apply. Automatic Coding of Invoices (ACI) will match invoices to the Contract Administrative Data Record and assign the initial status coding of the invoice. The Automatic Payment of Invoices (API) system will select eligible invoices that meet the restricted criteria and produce automatic payments based on acceptance evidence within the Data System. Other invoices will be subject to manual payment procedures dependent on individual contract requirements. In addition, the invoice system will provide for periodic listings of the current status of all unpaid invoices on hand in order that timely action can be taken to obtain missing documentation.

6.1.2 GENERAL INVOICE CONTROL PROCEDURES

6.1.2.1 RECEIPT OF INVOICES

a.The contractor may choose one of the following methods for submitting invoices; Wide Area Workflow (WAWF), Web Invoicing System (WinS) or direct submission of the EDI 810 to the DISA EDI Gateway.

b. Receipt of hard copy invoices by mail - Contractors may submit hard copy invoices by mail. Invoices will be processed as follows:

Invoices will be date perforated, stamped, and separated into four groups: Discounts, Finance Requests, Public Bureau Vouchers, (BVNs) and Commercial/DD Form 250 invoices, then forwarded to the Invoice Input area. All billings will be processed in accordance with the following schedule of priorities:

(a) Nonrefusable Type Discounts Documents Billings.

(b) Progress Payments, Performance Based Payments and Commercial Item Finance Billings.

(c) Public Vouchers Billings.

(d) Credit Memos.

(e) Net Documents Billings and Refusable Discounts Billings.

d. An ADPE Number can be a 6 position numeric or the first position can be alpha for regular invoices and 900000 to 999999 for credit memos will be assigned. Reservation of numbers can be made to identify contractor prepared EDI input. The assigned ADPE Number will appear on the original and retained copy of the invoice (not applicable if the number is punched into the invoice at the time of perforated date stamp). At local option, only the original need show the ADPE Number. Regular invoices are Record Code 1 while credit memos are Record Code 2. Credit memos must be entered on a separate batch.

6.1.2.2 TYPES OF INVOICES

The contractor's claim for payment/refund will be:

a. Commercial Invoice.

b. DD Form 250 overstamped Original Invoice.

c. Public Voucher (SF 1034).

d. Request for Progress Payment (SF Form 1443 - See part 7 of this manual).

e. Order for supplies or Services (DD Form 1155) marked Original Invoice.

f. Letter request for payment.

g. ACO release (letter).

h. Credit Memo/Voucher.

i.Performance Based Payments.

j. Commercial Item Finance.

6.1.2.3 CONTROLLING INVOICES

The following procedures will be followed by Controlling Invoices:

a. Receive invoices from the Invoice Input clerks and sort in terminal digit sequence.

b. Obtain a copy of the Daily Automatic Disbursement Listing (UYFC03) and select from the new invoices those listed on the ADL. This listing will also be used to select ADL invoices from prior days receipts. All such invoices will be processed as explained in part 7, chapter 1 of this manual.

c. Assure that all invoices are received and entered into the system where they will be matched to the payable transaction file at PIIN/SPIIN and shipment number level and will produce MAAPR records and AE Adjustments at CLIN level. As MAAPRs are received daily, they must be matched to invoices received.

d. When invoices remaining after the ADL selection have been matched to the manual MAAPRs, check for sufficient copies and match all data line for line. If items on the invoice are omitted from the MAAPR, note the omission on a copy of the MAAPR, initiate corrective action, and recoded Invoice to an Code I. Note the new status on the invoice and refile in the suspense.

(1) If the MAAPR contains terms and conditions that require proof of: Guaranteed Maximum Shipping Weight or F.O.B. Origin - Minimum Size Shipment, or Carload and Truckload Shipment and the invoice is judged; otherwise, payable, Code H, and then obtain a copy of the transportation report as determined locally.

(2) Invoices that contain billings for transportation charges do not require a copy of the original transportation bill. However, transportation charges that are in excess of $190.00 for each shipment will require approval by the transportation office prior to payment.

6.1.2.4 INVOICE RECODING

Recoding can be at the ADPE level shipment number level.

6.1.2.5 INVOICES ENTERED INTO MOCAS

As invoices are entered into the MOCAS, the Automatic Coding of Invoice (ACI) process will match invoices to the contract file and assign reason codes as follows: Inspection and Acceptance Codes of 1 generates an Code A, 2, 3, B, or C generates a Code B, 4, and 5 generate an Code I; 6 is uncoded; for those invoices with BVN, PBP or CFI generate a Code G. Code Cs occur when no contract file match is available. Credit memos matched to the contract file are automatically coded a K. All other invoices are uncoded. Uncoded invoices will be assigned one of the following reason or status codes dependent on the circumstances:

(1) A - Awaiting Origin Acceptance.

(2) B - Awaiting Destination Acceptance.

(3) C - Awaiting Contract, Call, or Delivery Order. Includes Credit Memos.

(4) D - Awaiting Modification to Contract, Call, or Delivery Order.

(5) E - Invoice returned or; otherwise, disposed of. (Use F for credit memo.)

(6) F - Invoice Paid. Credit Memo Cleared.

(7) G - Invoice and Credit Memo, when applicable, forwarded to Voucher Examiner.

(8) H - Awaiting Invoice Approval (PCO/ACO/TCO/Auditor).

(9) I - Awaiting Corrected MAAPR Record.

(10) J - Documentation on hand but not available for Voucher Examiner (includes credit memos, when applicable, when invoice is on hand and not payable).

(11) K - Credit memo with no matching invoice on hand.

(12) L - Credit memo for which the Accounts Receivable clerk request-ed a check from the contractor. Accounts receivable is established.

(13) S – Other Disbursing Office

6.1.2.5.1 CODED INVOICES

a. Each invoice will be reviewed as soon as possible to determine whether the invoice is a proper invoice as defined in section 1 of the Office of Management and Budget circular A-125. Any invoice determined not to be a proper invoice shall be returned as soon as practicable but not later than seven days. The following information constitutes a proper invoice and is required as payment documentation:

(1) The contractors’ name and address.

(2) The invoice date.

(3) Contract number or relevant ID number.

(4) Description, quantity, unit of measure, unit price, and extended price of supplies or services.

(5) Shipping and payment terms. Bills of lading number, and weight of shipment shown on government bills of lading.

(6) Name and address for remittance.

(7) Name address and telephone number of person to contact in the event of a defective invoice.

(8) Other relevant information, such as evidence of shipment.

b. When the contractor does not submit a proper invoice, the government is required to inform the contractor of the deficiencies in the invoice within seven days after receipt. Also if the government takes more than seven days to notify the contractor of a defective invoice, it must makeup for the lost time by reducing the due date on the corrected invoice by the number of days returned beyond seven days.

c. All invoices Coded G will be sent to the voucher examination section for payment. No invoice may ever be filed or processed without assigning reason code. Reason Code E may be used to return an invoice where there are no record of a contract, or there are missing or incorrect data on the invoice. It may also be used for a correction to the invoice records. DFAS may use the following policy as followup procedures for invoices requiring acceptances from source.

d. CAO terminal will research A Coded Invoices and prepare a request to the contractor when no CAO copy has been received or when a corrected copy is required. A copy of this letter will be sent to the QA element from CAO terminal.

e. If the CAO terminal does not receive a copy of the shipment DD Form 250. DFAS will return the invoice to the contractor within seven days for improper distribution of the DD Form 250.

f. If the invoice is returned to the contractor, recode the invoice to an Code E with the correct variable. Variable codes are locally assigned by DFAS.

6.1.2.5.2 REASON CODE F INVOICES

Reason Code F may be used by the Voucher Examiner for clearing a credit memo applied to an invoice. Code F may also be used by the Accounts Receivable Clerk to clear Coded L Invoices (Credit Memorandum or Accounts Receivable) or to adjust the invoice records. All reason codes should be controlled by DFAS. The Cash Management System will automatically generate the F Code for disbursements with matching shipment numbers, in the invoice master, on the day the check is released.

6.1.2.5.3 CREDIT INVOICES, MEMORANDA, VOUCHERS

Upon receipt of a credit invoice a copy with ADPE Number stamped on it will be handcarried to the Accounts Receivable clerk to determine whether to request a check and/or establish an accounts receivable. Credit invoices will be placed into the invoice register as any other invoice, but will be batched separate from regular invoices.

6.1.2.5.4 SCREEN CREDIT VOUCHER LISTINGS

The Accounts Receivable Clerk must screen Credit Voucher listings for Credit Memos (Code 2) in order to request checks from contractors (Code L). Scan listings for obvious incorrect dollar amounts.

6.1.2.5.5 REASON CODE B INVOICES

DFAS is responsible for the control and initiation of followup documentation for Reason Code B invoices. Initiate followup action to obtain acceptances from consignees under the DARTS procedures contained in part 4 of the manual. Normally, this consists of automatic PK5 and manual followups by the LISSR Clerk after a DD Form 250 has been processed into the system. The LISSR Clerk will review the DARTS Master Listing for PIIN/SPIIN Shipment Number. Upon receipt of acceptance documentation, assure that all correspondence is filed in the contract folder.

6.1.2.5.6 REASON CODE I INVOICES

Reason Code I may be manually applied to invoices when the invoice is a Fast Pay invoice, when there is a disagreement with quantities on the MAAPR or if there is a variance in the contract line item.

6.1.2.5.7 ACCEPTANCE DOCUMENTATION

a. For Air Force contracts issued before 28 February 1983 with the COC clause, the shipped, and accepted side of the LISSR may be updated when the contractor provides a signed statement certifying that the supplies conform to the contractual requirements. Payment on Air Force contracts may be authorized based upon COC. Additional Air Force guidance is contained in FAR 177-102.

b. For Air Force contracts issued on or after 28 February 1983 that contain the (Feb 1983) COC clause, and for DLA, Army, and Navy contracts, payments can only be made when an acceptance is received. COC clauses may be used to update only the shipped side of the LISSR. Payment on DLA, Army, Navy, and Air Force contracts based upon the COC statement is not authorized. COC is used only in lieu of source inspection and not as a basis for acceptance or payment. Any contracts received with provisions authorizing payment based on a COC, or that contain the previous COC clause should be modified to cite the new (Feb 1983) clause. Accordingly, a DD Form 1716, Contract Data Package Recommendation/Deficiency Report, should be prepared and forwarded to the Procuring Contracting Officer.

6.1.2.5.7.1 CERTIFICATE OF CONFORMANCE

Invoices for Air Force contracts that contain Certificate of Conformance (COC) provisions require only an unsigned copy of the DD Form 250 to record acceptance and produce a MAAPR provided the contractor has signed the COC. All of the other Services will require signed acceptance documentation in order to make payment. COC eliminates the need for inspection at source.

6.1.2.5.7.2 FOLLOWUP REQUESTS

When the first two followup requests have been unsuccessful, sub-sequent followup requests will be accomplished at the discretion of, and in the manner prescribed by local procedures, i.e., phone calls, TWIX messages, letters, etc., Commander-to-Commander letters may be employed in those instances where DFAS is experiencing significant and repetitive problems with a particular receiving activity. This request should not be a form letter, but rather an individualized request for assistance signed by the DFAS Commander.

6.1.2.5.7.3 COMMERCIAL INVOICES WITH ATTACHED DD FORM 250

a. Commercial invoices may be received with a copy of the associated DD Form 250 attached. Invoice Control will remove the copy and route it to the LISSR Clerk for research.

b. The identification and conscientious training of contractors that are not performing document distribution in accordance with the referenced directives is imperative. The permanent correction of contractor document distribution errors will eliminate the distribution shortcomings. Such deficiencies when noted should be brought to the attention of the responsible QA element of the CAO involved. See DLAR 8205.1.

6.1.2.5.8 SELECTION OF BEST DISCOUNT TERMS

The discount period begins as of the invoice. OMB Circular A-125 defines the period for taking a discount as starting from the date placed on a proper invoice by the contractor to the discount date. If the contractor places no date on the invoice, the discount period will begin on the designated billing office date if the agency annotates the invoices with the date of receipt at the time of receipt. If DFAS improperly takes a discount after the end of the specified discount date and does not repay it before the payment due date, the agency is required to pay interest penalty on the amount remaining unpaid.

a. If the contract file discount is blank and invoice rate is N, zeros, or spaces, then N will be assigned as best rate (no discount).

b. If the contract file discount rate is blank and the contract file's other code is 9 or blank and invoice rate is 9 and has a whole dollar discount, assign A as best rate. (Accepted Invoice monetary discount.)

c. If the contract file has a discount rate and the invoice rate is 9 and has a whole dollar discount, then the following applies:

(1) Multiply the contract file rate times the total invoice amount to find the discount dollar value.

(2) Compare this dollar value to the invoice whole dollar discount.

(3) If the contract file amount is better, then assign the contract file's rate as best discount. If the invoice dollar discount is better, then assign A as best rate. (Accepted Invoice monetary discount.)

d. If the contract file discount is blank and invoice has a rate other than 9, then assign the invoice rate as best rate.

e. If the contract file has a discount rate and no Code 9 and invoice rate is N, zeros, or spaces, then assign the contract file rate as best rate.

f. If the contract file and invoice have numeric rates and no Code 9, the following applies:

(1) If the contract file rate is greater than invoice rate, assign the contract file rate as best.

(2) If the contract file rate is less than invoice rate, assign invoice rate as best.

(3) If the contract file and invoice rates are equal, then compare terms (days) and assign the greater as best rate/terms.

(4) If the contract file and invoice rate and terms are the same, then use invoice as best.

g. If invoice has rate 9 and a dollar discount amount of zero, assign 9 as best rate. (Manual review.)

h. If the contract file has other Code 9 with or without a rate, and invoice rate is other then 9, then assign 9 as best rate. (Manual review.)

i. This record then appears on the listing Discounts Difference Contract File - Invoice, and the invoice input clerk must review both contract and invoice to determine whether or not Rates/Terms assigned are correct. If not, use a Record Code 3 overlay transaction to correct the invoice record and documentation.

6.1.2.5.9 LOST DISCOUNTS

Special local procedures should be employed to avoid losing discounts. Use of the Daily Status of Discount Invoices List (UYFC13). On invoices offering discounts equaling or exceeding current annual return rate, and in excess of $15.00, it is essential that a person be designated to periodically, and prior to expiration of discount period, review the status of discount invoices and attempt to secure a necessary document-ation to make payment during the discount period. Attempts to secure documentation for discount invoices will be made a part of the contract file copy of the voucher when a discount is unearned.

b. Discounts will be taken when the discount terms applied in the conversion formula result in an effective annual interest rate equal to, or greater than the Current Value of Funds Rate (1 Treasury Financial Manual 6-8025.40.

Conversion Formula

$$\frac{\text{Discount Percent}}{\text{100 Percent minus discount percent}} \;(X)\; \frac{\text{Days in Year } 360}{\text{Number of Days in Payment} \;(-)\; \text{Number of days Remaining in the Discount Period}} \;(=)\; \text{Effective Annual Discount}$$

Example for application of Conversion Formula:

a. Current Value of fund rate: 9 percent.

b. Discount Terms: 2 percent/10 days: Net 30 days

c. Invoice Date: April 15

d. Receipt Date: April 21 (6 days elapsed time)

$$\frac{.02}{1.00 - .02} \quad X \quad \frac{360}{30 - (10-6)} = .28 \text{ or } 28 \text{ percent}$$

c. Based on this example, the effective annual discount rate exceeds the Current Value of Funds Rate and payment should be made within the discount terms.

6.1.2.5.10 API GENERATED CODES

The Cash Management System will generate F Coded Invoice transactions for automatically paid invoices, manually paid disbursements, and G Coded Invoice transactions for suspended disbursements. API will G code matched invoices requiring manual review for updating the Invoice Master File. API will assign the shipment number from the MAAPR on the G and F Invoice transactions.

6.1.2.5.11 AUTOMATIC PAYMENT OF MAAPR-INV $ UNEQUAL

The API system will allow automatic payment of invoices which are less than the MAAPR amount by $10.00 or less. Invoices which are greater than the MAAPR amount or less than the MAAPR amount by greater than $10.00, will result in the generation of a manual MAAPR.

6.1.2.5.12 AUTOMATIC PAYMENT OF TRANS NOT AUTH INVOICES

When an invoice is submitted containing transportation, and the data base does not contain transportation authorization, a manual MAAPR will be produced. If transportation not authorized, is the only reason for manual review and research discloses that the transportation was not authorized, a G recoding transaction submitted with an LT entered in the VARIABLES field will release the invoice for automatic payment less transportation.

6.1.2.5.13 AUTOMATIC PAYMENT OF PUBLIC VOUCHERS (BVN)

All Cost and Fee (BVN) invoices will be considered for automatic payment subject to the following criteria:

a. The invoice matches a contract on the data base.

b. The BVN invoice is not for a contract containing FMS funds.

c. Any condition causing manual review out of API as for any other invoices. BVN invoices not meeting appropriate conditions must be manually paid, if applicable, in accordance with the current procedures.

d. All final BVNs require manual review, unless when input, a C is entered in the AC field on Screen UNAA21 indicating Certification of ACO was received.

e. Only BVN0001 requires approval for DCAA – Approved contractors.

f. If the invoice can be paid API, the payment will be based either on CLIN information on the YDF2 or the current pro-ration process.

6.1.2.5.14 AUTOMATIC PAYMENT OF PERFORMANCE BASED AND COMMERCIAL ITEM

All Performance Based Payments (PBP) and Commercial Finance Item(CFI) invoices will be considered for automatic payment subject to the following criteria:

a. The invoice matches a contract on the data base.

b. The line item information exists on the line item database (YDF2).

c. Any condition causing manual review out of API (ie. Special payment instructions). PBP or CFI invoices not meeting appropriate conditions must be manually paid in accordance with the current procedures.

6.1.2.5.15 UNMATCHED INVOICES

a. If the system does not match the reason code automatically the Invoice Control Clerk will determine if the invoice is source or destination and assign an Code A or B depending on the Acceptance point. File the original invoice in the invoice suspense file. A copy of the invoice will be forwarded to the LISSR Clerk for further research. all invoices must be assigned a reason code.

b. The unmatched invoice suspense file should contain only invoices with Reason Codes A, B, C, D, H, I, and J. (Do not file uncoded invoices.)

6.1.2.5.16 MISSING COMPONENTS

When a delivery concerns missing components, the authorized shipment of an end-item is less some of the components required by specific-ations. After the invoice has been input, the DD Form 250 will be input with a A in the Shipment Advice (S/A) Code field. When subsequent shipment containing the missing components is received input the DD Form 250 with a B in the Shipment Advice field. The dollar value of the MAAPR and the invoice will not agree but the DD Form 250 should contain a remark about the value of the missing components. All three documents are required before the invoice can be Coded G and sent for payment.

6.1.2.5.17 FAST PAY PROCEDURES

a. If the contract contains the FAR clause 52.231-1 Fast Pay Procedures apply. The contractor has the option of preparing, or not preparing a DD Form 250 on Fast Payment purchases. If they elect not to prepare a DD Form 250, the invoice must be annotated in prominent letters, NO DD FORM 250 PREPARED.

b. If a FAST PAY invoice is received and is annotated NO DD FORM 250 PREPARED, process the invoice, forward a copy to the LISSR Clerk to process as a normal DD Form 250. Payment should be made within 15 days after the date of the receipt of the invoice.

c. All Brand Name Subsistence Delivery Orders are Fast Pay regardless of dollar value (DAR 3-606.2 and FAR 13.301). Contractors normally do not utilize DD Forms 250 for deliveries. The Delivery Schedule, of the DPSC Form 300-M, is generally used as the reference document to identify CLINs for the line items billed on the invoice. (See part 11, Brand Name Subsistence Contracts, of this manual.)

6.1.2.5.18 NONCONTROLLED DATA REVIEW

Occasionally the noncontrolled data (other than ADPE Number and Shipment Number) on an invoice record may require correction. Any noncontrolled data element may be changed by use of a three as the record code. Enter the data element to be overlaid. On multiple shipments enter the ADPE Number if all records are to be changed. When data to be changed affects only one shipment, enter ADPE Number, the appropriate shipment number, and data to be changed. When the shipment number itself has to be changed, the Delete Code of E must be used and the entire new record input. Extreme care must be used on input of money amounts and approval codes or invoice registers will reflect improper totals and erroneous data which could result in incorrect payments to contractors or delayed payment.

6.1.2.5.19 PURIFICATION OF FILES

The Invoice Control Clerks will use the Weekly Invoice On Hand Listing (UYFD24) and the Monthly Section 5 of the CAR listing to purge the invoice and MAAPR suspense files at the end of the month. Any MAAPR for a contract listed in section 5 of the CAR should be researched to determine proper status. Invoices that are to be paid by another Division should be forwarded to the correct Division for payment. If the invoice is to be paid by another office, input the invoice into the system for tracking purposes and E the invoice out in the next cycle. Return to the contractor with a letter.

6.1.2.5.20 BATCH PREPARATION

a. Batch preparation is accomplished by using approximately 30 invoice data lines for each batch. After processing, the input is validated against the various reports/ADPE listings generated by the MOCAS. Upon completion of the validation routines, invoices are sorted into terminal digit sequence and forwarded to Invoice Control Clerks for further processing. All credit memos will be batched separately and, after validation, will be forwarded to the Accounts Receivable Clerk. This routing will permit the Accounts Receivable Clerk to determine whether to request a check and/or establish an accounts receivable.

b. If the input clerk determines that an invoice is incomplete, e.g., less than 13 characters in the PIIN, a missing SPIIN, missing shipment number, an unsigned voucher, a DD Form 250 unstamped as Original invoice, or when the number of copies are less than required or missing evidence of shipment; then the invoice should be held aside with similar invoices to be included as one separate batch. These invoices will be input into the system for an audit trail. This will permit greater control of invalid invoices that must be returned to the contractor.

c. The following invoices are considered non-DFAS transactions and will be paid out of the Operation and Maintenance account: Computer Rentals, GSA Billing, Telephone Billing, and DCMD Administrative Services Billing. These types of invoices will be counted for statis-tical purposes and removed from the normal flow, then forwarded directly to the office where payments are processed and a permanent record of the paid invoice is maintained.

d. With reference to DFAS receiving Electronic Invoices DFAS will notify the Systems Office of the ADPE Numbers to be assigned to the invoices received from contractors. All invoices received must be accounted for by Invoice Control. Personnel within the input area will advise the supervisor of any discrepancies noted in order to initiate corrective action.

e. The input clerk will ensure that invoices requiring approval, such as vouchers for cost type contracts and progress payment requests are properly approved.

f. Receive the following output listing and perform batch balancing and reconciliation:

REPORT NAME	REPORT NUMBER
INVOICE - Accepted Error List	UNMA180A
INVOICE - Rejected Error List	UNMA180B

Discount Difference Contract	UYFD07
CAD Coded Invoices Unmatched	UYFD03
New Invoices Matched	UYFD02
Daily New and Coded Invoices	UYFD01

g. Normally invoice batches are held in the input area pending receipt of the batch validation reports. This extended control facilitates the assimilation of supporting records for payments made under API. Early release of these invoices can lead to unmatched invoice reason codes being submitted because of rejected errors at time of input.

h. All batch reports will be verified to the batch control log. The invoice input clerk will ascertain that the number of lines of invoice data are reported correctly. Any discrepancies will be researched and corrected.

6.1.2.5.21 RECORD OF INVOICE PRODUCTS

The DFAS Office will maintain a record of all invoice products due from ADPE. Required output not received will be brought to the attention of the Accounting and Finance Officer.

6.1.2.5.22 TRANSMISSION OF INVOICE LISTINGS TO CAOs

Listings Coded A, C, D, and H directly to the DCAMAs and DPROs as indicated by the CAO in the report header. Upon receipt of the data, sufficient copies of the Coded H invoice list will be printed for distribution to the Administrative Contracting Officer (ACO) and the Transportation Office (TCO). Each office will review the invoice listing and take the following action giving first priority to overage invoices:

a. Invoices Coded A, ensure DD Forms 250 are obtained and processed.

b. Furnish a copy of the missing contract or modification relating to C and D Coded invoices to the applicable office for processing. CAO Offices which do not have a copy of the missing contract or modification will take the necessary action to obtain the missing documentation from the procuring activity. The C listing is a coordinated effort between the Finance Office and the ACO as determined by local procedures.

c. Code H invoices requiring ACO/PCO approval will be expedited for payment. Invoices requiring PCO approval will be followed up by the ACO. The transportation officer will also expedite Code H invoices giving priority to these offering discounts and/or overaged.

d. In addition to the above, certain other listings will be useful to determine the proper assignment of reason codes such as the Overage Payable Transaction Report (UYFC02) which will contain records of accepted deliveries at the PIIN/SPIIN, SHIPMENT, ACRN, and CLIN for which no invoice has been received.

6.1.3 MAAPR(s)

6.1.3.1 ZERO VALUE MAAPRs

When matching the invoice in-house to the MAAPR on PIIN/SPIIN, SHIP-NO, CLIN, and ELIN, it may be that the dollar value of the MAAPR nets to zero. This can happen as a result of processing zero quantities or as a result of zero unit prices found in the LISSR File. Unauthorized overruns may also cause the value of the MAAPR to be zero or less than the invoice total. If all line items on the invoice are shown on the MAAPR, forward to the voucher examination section. The Voucher Examiner will research the contract, determine entitlement and pay as required. If corrective action are required to contract input data, and delivery records route to LISSR Clerk. If the number of line items on the invoice exceed the number of line items on MAAPR, recode the invoice to an I Code and request a review of the acceptance document. When the annotated or corrected MAAPR is received match it to the invoice and forward to the Voucher Examination Section for payment.

6.1.3.2 OTHER MAAPRs

These MAAPRs are produced in the following reports: UYFC05 - Manual MAAPRs, UYFC06 - Automatic MAAPRs, and UYFC07 Other MAAPRs. This last group is further identified as COPY, DELETED, or STATUS CODE as follows:

CODE	MEANING
CORR - Z	Cancellation of prior delivery transaction.
CORR - E	Resubmission of delivery transaction with corrected data (PIIN/SPIIN, CLIN, ELIN, SHIP-NBR, SUFFIX, or QUANTITY).
CORR - R	Original MAAPR data for which a CORR Z or CORR E was received.
CORR - #	New Status Code Z transaction matches an existing Status Code Z on the recycle file.
CORR - *	a. New MAAPR record matches to existing record on recycle file that has previously been matched to an invoice. b. New MAAPR matches existing record on recycle file that is unmatched to an invoice. Match is at PIIN/SPIIN/SHIP and CLIN level. If unmatched on CLIN it is recorded on the recycle file. c. Z MAAPR matches a MAAPR that is matched to an invoice, the existing MAAPR is Coded CORR-R and retained on recycle file. If a CORR-E is processed, it will be recorded on the file. If the transaction is processed without an Transaction Code E, the new MAAPR is coded status *.
CORR - **	Created when a manual Coded F invoice matches a MAAPR record not previously identified as having a matching invoice. The new MAAPR is coded status**.

6.1.3.3 MATCHING MAAPRs TO INVOICES REVIEW

When matching MAAPRs to invoices review the status of MAAPR and forward a COPY MAAPRs to the requester. DELETED MAAPRs are to be filed in the payment folder. Supplemental MAAPRs, requested for incomplete DD Form 250 processing or for rejected items, will reflect Status Code *. These should join with other MAAPRs to match an invoice on hand and be forwarded to the voucher examination section for payment. The disposition of the other MAAPRs, with status codes as shown above, will be determined on an individual basis. Reference must be made to Report UYFC02 - Overage Payable Transaction Report, to determine that all related MAAPRs are issued and available to support payment of invoices, request invoices, or collections, or delete MAAPRs, as applicable.

6.1.3.4 UNMATCHED MAAPRs

If items on the invoice do not agree with the quantities on the MAAPR or if there is a variance in the number of contract lines, send a copy of the invoice and MAAPR to LISSR Clerk for research. If there is a variance in quantity the LISSR Clerk will annotate the MAAPR as payable within variation in quantity and route the invoice and MAAPR back to the Invoice Control Clerk to make payable. If not within variation in quantity pay the invoice and deduct the unauthorized quantity.

6.1.3.5 PAYMENT WITHOUT MAAPRs

Payments without a MAAPR should not, as a general rule, be made. If it becomes necessary, the Finance Officer or his deputy should personally review the circumstances and approve the payment. Procedures must be established to control these payments and ensure the MAAPR is processed.

6.1.3.6 MAAPR RELEASE/DELETE TRANSACTION

A request for release of a MAAPR from the Payable Transaction File will be processed when review only of a MAAPR is required. After completion of the review, the MAAPR should be discarded since the MAAPR record is retained on the Payable Transaction File for matching to an invoice. A request for delete of a MAAPR will be processed under the following conditions:

a. When an Invoice has been paid prior to processing of the accept-ance document.

b. Zero dollar amount MAAPRs, (NSP or unpriced data items), required to support payment of the end-items or for closeout of contract when a zero dollar amount invoice is not received.

c. When multiple shipments against an invoice are involved and the invoice input did not contain all shipment numbers.

d. When correction to an ACRN in the LISSR is required, based on research of the unmatched MAAPRs appearing on the monthend A/E Invoice Processing Report.

NOTE: When bureau vouchers (BVNs) are E recoded, regardless of the data input in the remark field, the MOCAS System will delete the overage payable records automatically from the Overage Payable Transaction Report, UYFC02. A MAAPR reflecting a status code of delete is not generated in this automated process.

6.1.4 INVOICE INPUT PROCEDURES

6.1.4.1 UNAA10 - MOCAS DATA ENTRY MENU

a. GENERAL - MOCAS DATA ENTRY MENU (UNAA10) - This menu allow the user to perform various data entry functions. It is found in the Contract Payment Modernization (YCPM) application. To reach this menu, follow normal sign-on procedures. At the application ID prompt, type in YCPM. To exit this screen, depress PA2. to input an invoice into the system, select Function 7, this will bring up Screen UNAA20.

b. SCREEN FORMAT - Figure 6-1 is a sample screen format for UNAA10.

```
     ************************************************************************

UNAA20                    MOCAS DATA ENTRY MENU
                         ONLINE INPUT STATISTICS........A
                         BATCH STATUS INQUIRY...........B
                         MODE XC........................X
                         ABSTRACT CANCELLATION..........1
                      CONTROL DATA CHANGE:
                        ACRN............................2
                        CLIN/ELIN.......................3
                        PIIN/SPIIN/ORG..................4
                        PSCN DATA ENTRY MENU............5
                          NLA NOTICE/REQUEST............6
                         FINANCIAL DATA ENTRY MENU......7
                         MIR DATA ENTRY.................8
                    INDUSTRIAL LABOR RELATIONS:
                      MTHLY CONTRACTOR EXP LIST........9
                      ADDRESS CORRECTION..............10
                         TCMD’S.......................11
                         EXPORT TRAFFIC RELEASE.......12
                         ASPR TABLE RECORDS ..........13
                           FUNCTION: ###

                          BATCH ID:  ######

************************************************************************
```

FIGURE 6-1

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (3A/N) - Select A, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 or 13 from menu: Or enter X1, X2, X3, X4, X6, X9, or B10 to display batches for the specified data entry function. *NOTE: If the batch is to be resubmitted in the batch use Screen UNAA66 - Batch Status inquiry.
BATCH ID	BATCH ID (6A/N) - Enter alphanumeric data or leave blank. Note the letters UNQ are not to be used in the first three positions of the BATCH ID for batches being processed in the normal cycle. *NOTE: The UNQ is to be used for batches that are taken into special application only (i.e., End-Of-Month 302 correction processing).

6.1.4.2 UNAA20 - FINANCIAL DATA ENTRY MENU

a. GENERAL - This screen is generated from the input of Function 7 on the MOCAS Data Entry Menu (UNAA10). This menu allows the user to access various financial data entry screens.

b. SCREEN FORMAT - Figure 6-2 is a sample screen format of the Financial Data Entry Menu (UNAA20).

```
************************************************************************

UNAA20                 FINANCIAL DATA ENTRY MENU

BATCH STATUS INQUIRY................B   MODE XC........................X

INVOICE DATA ENTRY MENU.............1  TRANSACTIONS FOR OTHERS:

                                          DETAIL RECORD................8

MAAPR REQUEST/DELETE DATA ENTRY.....2  TFO REPORT MENU.................9

DISBURSEMENT DATA ENTRY MENU........3  302 REPORT MENU.................10

AF C-147 & 1341, SF 1219, DD 1329...4  PROGRESS PAYMENT MENU...........11
                                       CASH MANAGEMENT PROMPT PAY MENU.12
AIR FORCE C-146 DATA ENTRY..........5  COST AND FEE HISTORY UPDATE.....13
                                       ACCOUNTING CLASS DATA ENTRY.....14
ACCRUED EXPENDITURE DATA ENTRY MENU.6  IBOP TRANSZCTIONS...............15
                                       AUTHORIZATION REQUEST MENU......16
CONTRACT PAYMENT & REPORTING MENU...7  DISBURSEMENT REPORTING MENU.....17
                                       FINANCIAL INQUIRIES MENU........18

                              FUNCTION:  ##

                              BATCH-ID:  ######

### #################################################################

************************************************************************
```

FIGURE 6-2

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (3A/N) - Select 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, X2, X5, X7, X9, X10, X11, X14, B2, B5, B7, B8, B9, B10, B11, or B14 from the menu.
BATCH ID	BATCH ID (6A/N) - Enter alphanumeric data or leave blank.

NOTE: Depress ENTER to enter data into the system. Depress PA2 to return to the previous screen.

6.1.4.3 UNAA66 – BATCH STATUS INQUIRY

a. GENERAL - This screen is generated when the user selects Function B from the Invoice Data Entry Menu.

b. SCREEN FORMAT - Figure 6-3 is a sample format of Batch Status Inquiry Screen.

```
***********************************************************************

     UNAA66                BATCH STATUS INQUIRY
       BATCH ID:      FOR INVOICE DATA ENTRY                  RESET
                               CLOSE           ACTIVE         ACTIVE
     BATCH ID         MODE     BATCH?         INDICATOR      INDICATOR
      NMS001                                      N
      NMS002                                      Y




END                MODE KEY:  X=CLOSED BATCH, C=PROCESSED IN CYCLE

***********************************************************************
```

FIGURE 6-3

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
BATCH ID	BATCH ID (6A/N) -Enter for a specific batch leave blank for all.
MODE	MODE (1A) - System generated. X = To be input into the cycle. C = Has been processed in the previous cycle.
CLOSE BATCH?	CLOSE BATCH (1A) - Enter a Y, R, or leave blank. Y = Close Batch. R = Resubmit a batch, If a R is entered, there should be a C in the Mode.
ACTIVE INDICATOR	ACTIVE INDICATOR (1A) - System generate. If active indicator is Y, it will not be possible to get into the batch. Put a Y in Reset Active Indicator and then the batch may reentered to change or delete.
RESET ACTIVE INDICATOR	RESET ACTIVE INDICATOR (1A) - Enter a Y or leave blank.

6.1.4.4 UNAA85 - INVOICE DATA ENTRY MENU

a. GENERAL - This screen is generated from the input of Function 1 on the Financial Data Entry Menu (UNAA20).

b. SCREEN FORMAT - Figure 6-4 is a sample format of Invoice Data Entry Menu (UNAA85).

```
************************************************************************

UNAA85                   INVOICE DATA ENTRY MENU
                      BATCH STATUS INQUIRY........B

                      MODE XC.....................X

                      INVOICE INPUT...............1

                      INVOICE CHANGE/DELETE.......2

                      CODED INVOICE DATA ENTRY....3

                      INVOICE INQUIRY:
                         INVOICE DISPLAY..........4
                         INVOICE INQUIRY LIST.....5
                         INVOICE CHECK UPDATE.....6
                         VOIDED CHECK UPDATE......7
                      E and F coded Processing....8

                    FUNCTION:  ##  BATCH ID:  ######  ADPE NO: ######
    PIIN:  ######  ##   #####      SPIIN: #####       SHP-NO:  ########

    #### ##########################################################

************************************************************************
```

FIGURE 6-4

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (2A/N) - Enter 1, 2, 3, 4, 5, 6, 7, B1, B2, or B3. *NOTE: If the invoice entered for Function 1 matches an existing on on file, excluding an E coded invoice, at the PIIN/SPIIN/SHP-NO level, a duplicate invoice message will appear, to override, depress PA1. If the PIIN/SPIIN does not exist on the data base, depress PA1 to override the error.
BATCH ID	BATCH ID (6A/N) - The BATCH ID will be blank for Functions 4, 5, 6, 7, B1, B2, or B3. *NOTE: If the batch was processed in the previous cycle the MODE X function will not close the batch. If the batch is to be

DATA ELEMENT	SPECIAL INSTRUCTIONS
	resubmitted in the cycle use Screen UNAA66 - Batch Status Inquiry. If a change is made after a batch has been taken into a cycle, enter an R in the Close Batch field on Screen UNAA66.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENDTIFICATION NUMBER (4A/N) - Reflects a number used in conjuction with the basic PIIN to identify (1) amendments to the solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).
SHIP-NO	SHIPMENT NUMBER (8A/N) - Leave blank or enter Contractor assigned shipment number. Z in the eight position indicates a final shipment.

*NOTE: Depress ENTER to enter data into the system. Depress PA2 to return to the previous menu screen.

6.1.4.5 UNAA21 - INVOICE DATA ENTRY

a. GENERAL - This screen is generated from selecting Function 1 on the Invoice Data Entry Menu (UNAA85). Depress ENTER to enter data into the system, or PA2 will return the user to the Invoice Data Entry Menu, Screen UNAA85.

b. SCREEN FORMAT - Figure 6-5 is a sample format of the Invoice Data Entry Screen.

```
************************************************************************

UNAA21               INVOICE DATA ENTRY                BATCH ID:  ######

RC:  #  DEPT:  #  PIIN:  ###### ## #####

SPIIN:  #### PAR SHIP NO:  ########  ID:  #

DIS RTE:  ####   DIS TM:  ##  JUL DT REC:  #####

SPC CD:  ##  INV PREP DT:  ## ### ##

DISC AMT:  ##########   P/T:  ########

INV AMT:  ##############   LOC:  ##  DS:  ##  AC:  #

FC:  # INV NO:  ########   ADPE NO:  ######

CONTRACTOR NAME:  ###############################

CITY:  ################  STATE/COUNTRY:  ###   ZIP CODE:  ########

DELETE RECORD?

### ####################################################################

************************************************************************
```

FIGURE 6-5

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
BATCH ID	BATCH IDENTIFICATION (5A\N) - System generated from the Invoice Data Entry Menu.
RC	RECORD CODE (1N) - Enter 1, 2, or 3. 1 - New Invoice 2 - Credit Memo 3 - Correction
DEPT	DEPARTMENT CODE (1A\N) - Enter code of the Service from the first six digits of the contract number. If RC = 1 or 2, enter an A, C, D, F, G, H, M, N, O, P, S, T, or W.

If RC = 3, enter an A, C, D, F, G, H, M, N,
O, P, S, T, W, or leave blank.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	A = Army C = DCA D - DNA/DASA F = Force G = DMA H = MDA/USZA M = Marine N = Navy O = Other P = NASA S = DLA T = DECA W = HQ/SDI
PIIN/SPIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER AND SUPPLEMENTAL NUMBER (17A\N) - System Generated from UNAA85.
	*If the contract number is incorrect or invalid error message INVALID PIIN/SPIIN will appear. Depress F1 to override validation of this field.
PAR SHIP NO	PARTIAL SHIPMENT NUMBER (8A\N) - Enter the shipment number as shown on the invoice.
ID	IDENTIFICATION NUMBER (1A\N) - Enter 1, 2, 3, or 4 for type of document to be input.
	1 - Commerical Invoice 2 - DD FORM 250 3 - SF FORM 1034 (BVN, COST VOUCHER) 4 - DD FORM 1443 (PROGRESS PAY)
DIS RTE	DISCOUNT RATE (4A\N) - If the discount is expressed in dollar amount enter a 9, if net enter N, if more than one rate enter the highest rate.
	1/20 of 1% = 0005 1/10 of 1% = 0010 1/8 of 1% = 0005 1/5 of 1% = 0005 1/10 of 1% = 0005 1/4 of 1% = 0005 1/3 of 1% = 0005 1/2 of 1% = 0005 2/3 of 1% = 0060 3/4 of 1% = 0075 1% = 0060 1 1\2% = 0060 2% = 0060 3% = 0060 4% = 0060 5% = 0060
DIS TM	DISCOUNT TERMS (1N) - Enter terms corresponding to rate used. Enter larger number of days. If discount rate is N or 9 leave blank.
JUL DT REC	JULIAN DATE RECEIVED (6N) - Enter perforated date from the invoice. If the invoice is not perforated use the Invoice Date.

DATA ELEMENT	SPECIAL INSTRUCTIONS
SPC CD	SPECIAL CODE (1A) - Enter an X when the discount terms are computed from the date of the invoice. When the invoice states the discount will expire on a certain date, use a Y. Leave blank when no discount is cited.
INV PREP DT	INVOICE PREPARATION DATE (7A\N) - This field is now a mandatory entry, the contractors invoice date will be entered in this field. If the invoice is not dated enter the received date. Year must be numeric, 90-99, Month must be alpha, JAN-DEC, DAY must be numeric, 01-31, and valid for the month entered.
DISC AMT	DISCOUNT AMOUNT (10N) - Enter the monetary discount amount on the invoice or leave blank.
P/T AMT	POSTAGE/TRANSPORTATION AMOUNT (10N) - Enter the transportation amount on the invoice or leave blank.
INV AMT	INVOICE AMOUNT (14N) - If RC = 1 or 2, an amount must be entered. If RC = 3, enter an amount or leave blank.
LOC	LOCATION (2A/N) - Will be system generated in the batch cycle unless the PIIN/SPIIN is not on the data base. If the PIIN/SPIIN is not on the data base. The user will be required to enter a valid two position CAO Code which will be validated against TB0040.
DS	DOCUMENT SUPPORT (1A)- Enter E, P, T, or leave blank. E = Evidence of Shipment. P = Parcel Post. T = Other Transportation Charges.
AC	APPROVAL CODE (1A) - Enter the approval codes for certification present, if none, leave blank. A = Approval by Accounting and Finance Officer. B = Approval by Auditor. C = ACO Certification Required. E = PCO Approval Required. F = TCO Certification Required. G = Contractor Certification of Precision Components Required. H = USDA Certification Required.
FC	FOREIGN CURRENCY (1A) - Enter K for Foreign Currency or leave blank. This field is system generated except for credit memos.

DATA ELEMENT	SPECIAL INSTRUCTIONS
INV NO	INVOICE NUMBER (8A/N) - If RC = 1 or 2, enter an alphanumeric. If RC = 3, enter an alphanumeric or leave blank.
ADPE NO	AUTOMATED DATA PROCESSING EQUIPMENT NUMBER (6A/N) - The first position can be alphanumeric pos. 2-5 must be numeric.
CONTRACTOR NAME	CONTRACTOR NAME (28A/N) - Must be entered for all C codes invoices (invoices awaiting a contract.) Any other invoice reason code the system will not allow input into Contractor Name or Address fields.
CITY	CITY (17A/N) - Should be entered for all C coded invoices.
ZIP	ZIP (5 OR 9N) - Should be entered for all C coded invoices.
DELETE RECORD?	DELETE RECORD (1A) - Enter Y for Yes or leave blank for No.
	*NOTE: Depress ENTER to enter data into the system, if the input is correct, the system will return you to the menu screen.

6.1.4.6 UNAA46 - CLIN DATA ENTRY

a. GENERAL - This screen is generated after hitting ENTER on the Invoice Data Entry Screen (UNAA21). Data can either be entered or left blank either way when the ENTER key is depressed it will return the user to the Invoice Data Entry Menu, Screen UNAA85.

b. SCREEN FORMAT - Figure 6-6 is a sample format of the CLIN Data Entry Screen.

```
******************************************************************************
UNAA46               CLIN DATA ENTRY             BATCH ID:  ######

PIIN:  ###### ## #####  SPIIN: ####   SHIP NO: ########
ADPE NO: ######  INVOICE AMT:  ##############  TRANS AMT: ##########

CLIN      Quantity   U/M     Unit Price       CLIN Amount    ACRN
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##

MORE IND: #
###  ############################################################

*******************************************************************************
```

FIGURE 6-6

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
BATCH ID	BATCH IDENTIFICATION (5A\N) - System generated from the Invoice Data Entry Menu.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A\N) - System Generated from UNAA21.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - System Generated from UNAA21.
SHIP NO	SHIPMENT NUMBER (8A\N) - System Generated from UNAA21.
ADPE NO	AUTOMATED DATA PROCESSING EQUIPMENT NUMBER (6A/N) - System Generated from UNAA21.
INVOICE AMT	INVOICE AMOUNT (14N) - System Generated from UNAA21.
TRANS AMT	TRANSPORTATION AMOUNT (10N) - System Generated from UNAA21.
CLIN	CONTRACT LINE ITEM NUMBER (6A/N) – If entered the CLIN must match the CLIN on the contract.

QUANTITY	INVOICE QUANTITY (11N) – Enter the quantity for the line item from the invoice. This field can be blank.
U/M	UNIT OF MEASURE (2A/N) – Enter the unit of measure for Invoice line item. This field can be blank.
UNIT PRICE	CLIN UNIT PRICE (15N) – Enter the unit price of the Invoice line item, it must contain a decimal point and 5 Numerics to the right of the decimal. This field can be Blank for commercial invoices, it must be blank for BVN, PBP and CFI invoices.
CLIN AMOUNT	CLIN AMOUNT (14N) – Enter the line item amount from the Invoice, it must contain a decimal and 2 positions to the right of the decimal. This field can be blank. If entered for BVN, PBP or CFI invoices the sum total of the line items must equal the invoice amount.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) – If entered the ACRN must match the CLR, unless a 9 blank is entered, if not entered the ACRN will be generated from the line item on the contract. This field can be blank.
MORE IND	MORE INDICATOR (1A) - If the invoice contains more line items than will fit on the screen, place a Y in the field and the screen will be refreshed to enter the remaining line items.

6.1.4.7 UNAA21 - INVOICE CHANGE/DELETE

To enter a correction to an invoice before the cycle has run. The user must select Function 2 from the Invoice Data Entry (UNAA21). Enter the Batch ID Number, depress ENTER until the system displays the record requiring the change. Tab to the field with the error and make the change. Depress ENTER, and PA2 back to the Invoice Data Entry Menu (UNAA85). If the record is to be deleted, follow the same procedure as the change, place a Y in the DELETE RECORD? field and depress enter. After the changes have been made the batch will need to be closed. Complete the batch by selecting X1 and the batch number.

6.1.4.8 UNAA22 - CODED INVOICE DATA ENTRY

a. GENERAL - This screen is generated by selecting Function 3 on the Invoice Data Entry Menu (UNAA85). Depress ENTER to enter data into the system or depress PA2 to return to Screen UNAA85.

b. SCREEN FORMAT - Figure 6-7 is a sample format of Coded Invoice Data Entry Screen (UNAA22).

```
************************************************************************

UNAA22              CODED INVOICE DATA ENTRY           BATCH ID: #####
                                                      RECORD NO: #####
CARD CODE: ##     R/C: #


VARIABLES: ######


PARTIAL SHIPMENT NO: #######      FINAL SHIP IND: #


ADPE CONTROL: ######     DESTINATION: ######





DELETE RECORD? #
### ##################################################################

************************************************************************
```

FIGURE 6-7

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
BATCH ID	BATCH IDENTIFICATION (5A/N) - System generated from the Invoice Data Entry Menu.
RECORD NO	RECORD NUMBER (5N) - System generated. This is a count of the number of records in the batch.
CARD CODE	CARD CODE (1N) - Enter 1 or 2. 1 = Invoice. 2 = Credit Memo.
RC	REASON CODE (1A) - Code to be assigned manually that will identify the status of the invoice, codes E and F can not be input using this screen.

CODE	INVOICE TYPE
A	Awaiting Origin/Plant DD Form 250
B	Awaiting Destination DD Form 250
C	Awaiting Basic Contract
D	Awaiting Contract Modification
E	Returned or; otherwise, disposed of
F	Paid Invoice
G	Payable Status
H	Awaiting TCO Approval
I	Awaiting Accounts Payable
J	Awaiting In-House Documents
K	Credit Voucher
L	Awaiting Contractor Check
S	Other Disbursing Office

DATA ELEMENT	SPECIAL INSTRUCTIONS
VARIABLES	VARIABLES (5A/N) - This is a locally assigned DFAS Code indicating the reason for recode.
PARTIAL SHIP NO	PARTIAL SHIPMENT NUMBER (7A/N) - Enter contractor assigned shipment number. Pos. 1-3 must be alpha pos. 4 is an alphanumeric, pos. 5-7 must be numeric.
FINAL SHIP IND	FINAL SHIPMENT INDICATOR (1A) - If this is the final shipment, enter Z; otherwise, leave blank.
ADPE NO	AUTOMATED DATA PROCESSING EQUIPMENT NUMBER (6A/N) - The first position can be alphanumeric pos. 2-5 must be numeric.
DESTINATION	DESTINATION (6A/N) - Numeric data or leave blank.
DELETE RECORD?	DELETE RECORD (1A) - Enter Y for Yes; otherwise, leave blank.

6.1.4.9 UNAA86 - INVOICE INQUIRY DISPLAY

a. GENERAL - This screen is generated from the input of Function 4 on the Invoice Data Entry Screen (UNAA85). Depress ENTER to view next invoice if PIIN/SPIIN were entered on the menu or return to the menu if PIIN/SPIIN and SHP-NO were entered.

b. SCREEN FORMAT - Figure 6-8 is a sample format of Invoice Inquiry Display (UNAA86).

```
************************************************************************

UNAA86                 INVOICE INQUIRY DISPLAY        RECORD NO: ######

   PIIN    SPIIN   INV-NO   SHP-NO  DATE-RCVD PREP-DATE    DUE DATE

###########  ####  ######   ########  ######   ######       ######

 ADPE-NO   DS RC  PROC-DATE    REMARK    INVOICE AMOUNT I/A CODE LOC-CD

  ####     ## #    ######      ######    ##############     #     XX

INV-DISC CONT-DISC BEST-DISC  DATE PAID  CHECK NO  CHECK AMOUNT  VOIDED

#### ##   ####  ##  ##### ##   #######   ########  ###########      #

  CAD-EFF-DATE   SECTION  ORG  ACO   CAGE       CONTRACTOR/ADDRESS

     ######         #     ##   ###   ####  ############################
                                           ################  ###  #####


EDI #     DATE CHECK VOIDED ######


  ###################################################################

************************************************************************
```

FIGURE 6-8

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
RECORD NO	RECORD NUMBER (6N) - Sequence number of the invoice being displayed.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This is a 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - This is a four-position alphanumeric serial number. Reflects a number used in conjuction with the basic PIIN to identify calls/orders against Basic Ordering Agreements (BOAs) or Blanket Purchase Agree-

ments (BPAs).

DATA ELEMENT	SPECIAL INSTRUCTIONS
INV-NO	INVOICE NUMBER (8A/N) - Number assigned by the contractor for identification.
SHP-NO	SHIPMENT NUMBER (8A/N) - Number that is used to match the invoice to the acceptance.
DATE RCVD	DATE RECEIVED (6N) - The date the invoice was received at DFAS.
PREP DATE	PREPARATION DATE (6N) - The contractors invoice preparation date as it appears on the invoice. If no date on the invoice, this date will be the received date (YYMMDD).
DUE DATE	DUE DATE (6N) - The date the invoice is due to be paid.
ADPE NO	AUTOMATED DATA PROCESSING EQUIPMENT NUMBER (6A/N) - This is a locally assigned number for invoice control. The system has been changed to only allow an alpha character in the first position of the field.
DS	DOCUMENT SUPPORT (1A) – The code are: E = Evidence of Shipment. T = Transportation. P = Postage.
RC	REASON CODE (1A) - Code assigned either automatically or manually that identifies the status of the invoice:

CODE	INVOICE TYPE
A	Awaiting Origin/Plant DD Form 250
B	Awaiting Destination DD Form 250
C	Awaiting Basic Contract
D	Awaiting Contract Modifiction
E	Returned or; otherwise, disposed of
F	Paid Invoice
G	Payable Status
H	Awaiting TCO Approval
I	Awaiting Accounts Payable
J	Awaiting In-House Documents
K	Credit Voucher
L	Awaiting Contractor Check
S	Other Disbursing Office

DATA ELEMENT	SPECIAL INSTRUCTIONS
PROC-DATE	PROCESS DATE (6N) - The date the latest invoice code was assigned (YYMMDD).
REMARK	REMARK (5N) - This field contains remarks that indicate further explanation of the reason code.

INVOICE AMOUNT	INVOICE AMOUNT (14N)- The total dollar amount the invoice.
DATA ELEMENT	SPECIAL INSTRUCTIONS
I/A CODE	INSPECTION/ACCEPTANCE CODE (1A/N) - A code indicating where the inspection and/or acceptance will take place:

CODE	TYPE OF INSPECTION/ACCEPTANCE
1	Source I/A
2	Destination I/A
3	I-Source A-Destination
4	Certification Of Conformance
5	Fast Pay
6	Combination
B	I&A Destination Overseas
C	I-Source A-Destination at Port
K	I&A Destination Overseas
L	I-Source A-Destination Overseas

LOC-CODE	LOCATION CODE (1A) - This code corresponds to CAO location.
INV-DISC	INVOICE DISCOUNT (6N) - Discount offered on the contractor invoice (ex: 0050 = 1/2% 20 = days).
CONT-DISC	CONTRACTOR DISCOUNT (6N) - Discount offered on the contract.
BEST-DISC	BEST DISCOUNT (6N) - The discount terms that the system considers to be the most advantageous.
DATE PAID	DATE PAID (6N) - The date on the check (YYMMDD).
CHECK NO	CHECK NUMBER (8A/N) - The number of the check that was paid.
CHECK AMOUNT	CHECK AMOUNT (1N) - The actual amount paid to the contractor.
VOID	VOID (1A) - A code that when equal to Y indicates that the check for this invoice and ADPE number was canceled.
CAD EFF DT	CONTRACT EFFECTIVE DATE (6N) - The effective date of the contract (YYMMDD). Will be blank, if no contract.

DATA ELEMENT	SPECIAL INSTRUCTIONS
SECTION	CONTRACT SECTION NUMBER (1N) - A numeric code that depicts the status of a contract during its lifecycle. Will be blank, if no contract.

CODES	EXPLANATION
1	Active contracts
2	Pysically Completed Contracts
3	Dormant Contracts
4	Payment Adjustment
5	Closed Contracts (in the same month)
8	Closed Contracts (previous month)
9	Closed Contracts (held 6 months)

DATA ELEMENT	SPECIAL INSTRUCTIONS
ORG	ORGANIZATION CODE (2A) - The code identifying the office which administers the contract. Will be blank, if no contract.
ACO	ADMINISTRATIVE CONTRACTIVE OFFICER (3A/N) - The code of the person responsible for administering the contract. (Blank, if no contract.)
CAGE	CONTRACTOR GOVERNMENT ENTITY CODE (5A/N) - A unique code assigned to identify a contractor. Blank, if no contract.
CONTRACTOR NAME/ ADDRESS	CONTRACTOR NAME/ADDRESS (52A/N) - The contractor’s name, city, state, and zip code. This field will be blank, if no contract.
EDI	ELECTRONIC DATA INTERCHANGE (1A) - The indicator will have either a Y for an EDI submitted invoice or a blank if not an EDI.
DATE CHECK VOIDED	DATE CHECK VOIDED (6N) - The date the check was voided (YYMMDD). Will be blank, if the check has not been voided.

6.1.4.10 UNAA47 - CLIN DATA INQUIRY

a. GENERAL - This screen is generated after hitting the F6 key on the Invoice Inquiry Display Screen (UNAA86). After viewing the data hit enter and the system will return to the invoice on screen UNAA86.

b. SCREEN FORMAT - Figure 6-9 is a sample format of the CLIN Data Inquiry Screen.

```
*******************************************************************************
UNAA47               CLIN DATA INQUIRY

PIIN:  ###### ## #####  SPIIN: ####   SHIP NO: ########
ADPE NO: ######  INVOICE AMT:  ##############

CLIN      Quantity   U/M     Unit Price       CLIN Amount    ACRN
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##
######  ###########  ##  ##########.#####   ############.##   ##

MORE (MORE OR END)
###  ############################################################

********************************************************************************
```

FIGURE 6-9

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This is a 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - This is a four-position alphanumeric serial number. Reflects a number used in conjuction with the basic PIIN to identify calls/orders against Basic Ordering Agreements (BOAs) or Blanket Purchase Agreements (BPAs).
SHIP-NO	SHIPMENT NUMBER (8A/N) - Number that is used to match the invoice to the acceptance.
ADPE NO	AUTOMATED DATA PROCESSING EQUIPMENT NUMBER (6A/N) - This is a locally assigned number for invoice control. The system has been changed to only allow an alpha character in the first position of the field.
INVOICE AMOUNT	INVOICE AMOUNT (14N)- The total dollar amount

the invoice.

DATA ELEMENT	SPECIAL INSTRUCTIONS
CLIN	CONTRACT LINE ITEM NUMBER (6A/N) - The contact line item numbers from the invoice.
QUANTITY	INVOICE QUANTITY (11N) - The quantity for the line item from the invoice.
U/M	UNIT OF MEASURE (2A/N) - The unit of measure for the invoice line item.
UNIT PRICE	CLIN UNIT PRICE (15N) - The unit price of the invoice line items.
CLIN AMOUNT	CLIN AMOUNT (14N) - The line item amount from the invoice.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - The ACRN either from the invoice or generated from the contract line item.

6.1.4.11 UNAA89 - INVOICE INQUIRY

a. GENERAL - This screen is generated from selection of Function 5 on the Invoice Data Entry Screen (UNAA85). Depress ENTER to view more invoices or PA to return to (UNAA85).

b. SCREEN FORMAT - Figure 6-10 is a sample format of Invoice Inquiry (UNAA89).

```
************************************************************************

UNAA89                INVOICE INQUIRY

                        PIIN: ###### ## #####     SPIIN: #####        V
                               E                                      O
                 DATE          D  PROC                           DATE I
SHP-NO   INV-NO  RCVD REMARKS  I  DATE  CHECK-NO  CHECK AMOUNT   PAID D
######## ###### ###### #####   # ###### ########  ########### ####### #
######## ###### ###### #####   # ###### ########  ########### ####### #
######## ###### ###### #####   # ###### ########  ########### ####### #
######## ###### ###### #####   # ###### ########  ########### ####### #
######## ###### ###### #####   # ###### ########  ########### ####### #
######## ###### ###### #####   # ###### ########  ########### ####### #
######## ###### ###### #####   # ###### ########  ########### ####### #
######## ###### ###### #####   # ###### ########  ########### ####### #
######## ###### ###### #####   # ###### ########  ########### ####### #
######## ###### ###### #####   # ###### ########  ########### ####### #
######## ###### ###### #####   # ###### ########  ########### ####### #
######## ###### ###### #####   # ###### ########  ########### ####### #
######## ###### ###### #####   # ###### ########  ########### ####### #
######## ###### ###### #####   # ###### ########  ########### ####### #
MORE
###   #################################################################

************************************************************************
```

FIGURE 6-10

c. INPUT INSTRUCTIONS:

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This is the contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - Reflects a number used in conjuction with the basic PIIN to identify calls/orders against Basic Ordering Agreements (BOAs) or Blanket Purchase Agreements (BPAs).
SHP-NO	SHIPMENT NUMBER (8A/N) - Enter alphas in pos. 1-3, an alphanumeric in pos. 4, numerics in pos. 5-7 and a blank or Z in pos. 8.
INV-NO NO	INVOICE NUMBER (8A/N) - Number assigned by the contractor for invoice identification.
DATE RCVD	DATE RECEIVED (6A/N) - The date the invoice,

was received at DFAS.

DATA ELEMENT	SPECIAL INSTRUCTIONS
REMARKS	REMARKS (5A/N) - A field with remarks that further explain the reason code.
RC	REASON CODE (1A) - Code assigned either automatically or manually that identifies the status of the invoice:

CODE	INVOICE TYPE
A	Awaiting Origin/Plant DD Form 250
B	Awaiting Destination DD Form 250
C	Awaiting Basic Contract
D	Awaiting Contract Modifiction
E	Returned or; otherwise, disposed of
F	Paid Invoice
G	Payable Status
H	Awaiting TCO Approval
I	Awaiting Accounts Payable
J	Awaiting In-House Documents
K	Credit Voucher
L	Awaiting Contractor Check
S	Other Disbursing Office

DATA ELEMENT	SPECIAL INSTRUCTIONS
EDI	ELECTRONIC DATA INTERCHANGE (1A) - The indicator will have either a Y for an EDI submitted invoice or a blank if not an EDI.
PROC DATE	PROCESS DATE (6N) - The date the latest invoice code was assigned (YYMMDD).
CHECK-NO	CHECK NUMBER (8A/N) - The number of the check that paid this invoice.
CHECK AMOUNT	CHECK AMOUNT (14N) - The actual amount paid to the contractor.
DATE PAID	DATE PAID (6N) - The date on the check (YYMMDD).
VOIDED	VOIDED (1A) - A code that when equal to Y indicates that the check for this invoice and ADPE Number was canceled.

*NOTE: Depress ENTER to enter data into the system. Depress Pa2 to return to the main menu.

6.1.4.12 UNAA87 - INVOICE INQUIRY - MANUAL CHECK UPDATE

a. GENERAL - This screen is generated from the input of Function 6 on the Invoice Data Entry Menu (UNAA85). Depress ENTER to enter data into the system. Depress PA2 to return to the main menu screen. This screen will update only the inquiry screen, not any data base files.

b. SCREEN FORMAT - Figure 6-11 is a sample screen format of UNAA87.

```
************************************************************************

UNAA87              INVOICE INQUIRY - MANUAL CHECK UPDATE


                      PIIN         SPIIN            SHP-NO
                   ##############  #####           ########


                    INVOICE NUMBER            ADPE NUMBER
                       #######                   #####


                          MANUAL CHECK INFORMATION

                          CHECK NUMBER: #######

                          DATE PAID (YYMMDD): ## ## ##

####################################################################

************************************************************************
```

FIGURE 6-11

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - System generated from the menu screen.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - System generated from the menu screen.
SHP-NO	SHIPMENT NUMBER (8A/N) - System generated from the Invoice History File.
INVOICE NUMBER	INVOICE NUMBER (8A/N) - System generated from the Invoice History File.
ADPE NUMBER	AUTOMATED DATA PROCESSING EQUIPMENT NUMBER (5A/N) - System generated from the Invoice History File.
CHECK NUMBER	CHECK NUMBER (8A/N) - Enter the numeric check number. The field will be left-justified and

zero filled.

DATA ELEMENT	SPECIAL INSTRUCTIONS
CHECK AMOUNT	CHECK AMOUNT (14N) - Enter the amount of the manual check.
DATE PAID	DATE PAID (6N) - Enter the date on the check (YYMMDD).

6.1.4.13 UNAA88 - INVOICE INQUIRY -VOIDED CHECK UPDATE

a. GENERAL - This screen is generated from input of Function 7 on Invoice Data Entry Menu (UNAA85). Depress ENTER to update data or PA2 to return to main menu. This screen will update only the inquiry, not any data base files.

b. SCREEN FORMAT - Figure 6-12 is a sample of Invoice Inquiry - Voided Check Update Screen UNAA88. this screen is generated from input of function on Screen UNAA85 Invoice Data Entry Menu.

```
************************************************************************

UNAA88              INVOICE INQUIRY - VOIDED CHECK UPDATE


                      PIIN          SPIIN          SHP-NO
                   ##############   #####         ########


                  INVOICE NUMBER             ADPE NUMBER
                     ########                   #####

                         CHECK INFORMATION
                         CHECK NUMBER:  #######

                         CHECK AMOUNT:  ##########

                         DATE PAID (YYMMDD):  ######

                           VOID THIS CHECK? #

####################################################################

************************************************************************
```

FIGURE 6-12

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - System generated from the menu screen.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - System generated from the menu screen.
SHP-NO	SHIPMENT NUMBER (8A/N) - System generated from the menu screen.
INVOICE NUMBER	INVOICE NUMBER (8A/N) - System generated from the Invoice History File.
ADPE NUMBER	AUTOMATED DATA PROCESSING EQUIPMENT NUMBER (5A/N) - System generated from the Invoice History File.

DATA ELEMENT	SPECIAL INSTRUCTIONS
CHECK NUMBER	CHECK NUMBER (8A/N) - Enter the numeric check number. The field will be left-justified and zero filled.
CHECK AMOUNT	CHECK AMOUNT (14N) - Enter the amount of the manual check.
DATE PAID	DATE PAID (6N) - Enter the date on the check (YYMMDD).
VOID THIS CHECK	VOID THIS CHECK (1A) - Enter a Y, N, or leave blank.

6.1.4.14 UNAA18 – E AND F CODED PROCESSING

a. GENERAL - This screen is generated from input of Function 8, shipment number and ADPE number on Invoice Data Entry Menu (UNAA85). Depress ENTER to update data or PA2 to return to main menu.

b. SCREEN FORMAT - Figure 6-13 is a sample of E and F Coded Processing Screen UNAA18.

```
******************************************************************************
UNAA18                 E AND F CODED PROCESSING


RECORD CD    PIIN    SPIIN   INV-NO   SHP-NO   DATE-RCVD  PREP-DATE  DUE DATE

   #     ########### ####    ######  ########   ######     ######     ######


 ADPE-NO     DS  AC  RC  PROC-DATE   REMARK     INVOICE AMOUNT   LOC-CD

  ######     ##  ##  #    ######      #####     ##############     ##



 NEW REASON CODE:  #  NEW REMARK:  #####



###  ###############################################################

*************************************************************************
```

FIGURE 6-12

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
RECORD CD	RECORD CODE – System generated based on the shipment and ADPE numbers entered on UNAA85.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A\N) – System generated based on the shipment and ADPE numbers entered on UNAA85.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - System generated based on the shipment and ADPE numbers entered on UNAA85.
INV NO	INVOICE NUMBER (8A\N) - System generated based on the Shipment and ADPE numbers entered on UNAA85.
SHP NO	SHIPMENT NUMBER (8A\N) - System generated based on the Shipment and ADPE numbers entered on UNAA85.

DATA ELEMENT	SPECIAL INSTRUCTIONS
DATE RCVD	DATE RECIEVED (6A\N) - System generated based on the Shipment and ADPE numbers entered on UNAA85.
PREP DATE	CONTRACTOR PREPERATION DATE (6A\N) - System generated based on the Shipment and ADPE numbers entered on UNAA85.
DUE DATE	PAYMENT DUE DATE (6A\N) - System generated based on the Shipment and ADPE numbers entered on UNAA85.
ADPE NO	AUTOMATED DATA PROCESSING EQUIPMENT NUMBER (6A/N) - System generated based on the shipment and ADPE numbers entered on UNAA85.
DS	DOCUNENT SUPPORT (1A\N) - System generated based on the Shipment and ADPE numbers entered on UNAA85.
AC	APPROVAL CODE (1A\N) - System generated based on the Shipment and ADPE numbers entered on UNAA85.
RC	REASON CODE (1A\N) - System generated based on the Shipment and ADPE numbers entered on UNAA85.
PROC DATE	PROCESS DATE (6A\N) – System generated based on the Shipment and ADPE numbers entered on UNAA85.
REMARK	REMARK (5A\N) – System generated based on the Shipment and ADPE numbers entered on UNAA85.
INVOICE AMT	INVOICE AMOUNT (14N) - System generated based on the Shipment and ADPE numbers entered on UNAA85.
LOC CD	LOCATION CODE (2A\N) - System generated based on the Shipment and ADPE numbers entered on UNAA85.
NEW REASON CODE	NEW REASON CODE (1A) – Enter either an E or F whichever code applies to the invoice.
NEW REMARK	NEW REMARK (5A/N) – Enter the remark associated with the Reason code or leave blank.

6.1.5 OUTPUT PRODUCTS

The following listings are received as a result of Daily/Weekly/ Monthly invoice processing. balance with register where appropriate.

6.1.5.1 UYFD01 - DAILY NEW AND CODED INVOICES

The prupose of this report is to determine that all corrective actions have been taken.

6.1.5.2 UYFD02 - NEW MATCHED INVOICE REPORT

The purpose of this report is to list researched and corrective data resubmitted daily for error messages.

6.1.5.3 UYFD03 - CODED INVOICES UNMATCHED

The purose of this report is to provide a daily listing indicating a reason code that does not match an invoice record. This report consist of Reason Codes submitted that did not match a master invoice record. It must researched to determine whether reason code was input prior to the master, whether the invoice master was rejected, ect. If the reason code is valid, it must be resubmitted to update the invoice master.

6.1.5.4 UYFD04 - INVOICES PAID OR; OTHERWISE, DISPOSED OF

The purpose of this report is to provide a weekly/montly listing for E an F coded invoices. Reason Codes E and F invoices will be accumulate for the week. This report is used for invoice reporting.

6.1.5.5 UYFD07 - DISCOUNT DIFFERENCES CONTRACT FILES

This listing reflects those invoices which did not match the Contract File Master as to discount terms. List is to be researched to determine if invoice record or contract file records are in error. Initiate corrective action as applicable.

a. Monetary discounts must meet the appropriate validation criteria. If because of corrective action., required data is missing, the invoice will appear on this report with error message INV TERM ERR or INV DATE ERR. Best rate will be 9 (Manual Review).

b. Overlay corrections affecting discount data will appear on this report with the error message CORRECTION. Best terms will always be from the corrected invoice data.

6.1.5.6 UYFD09 - INVOICE REJECTED TRANSACTION

This list contains invoices that did not pass validation and did not update the master file. Research to determine cause and reinput with valid data as appropriate.

6.1.5.7 UYFD10 - DAILY DUPLICATE INVOICE LISTING (DUPLICATE/HISTORY) BY SHIPMENT NUMBER

This list contains invoices that are duplicate or potential duplicate invoices based on the PIIN/SPIIN and Shipment Number combination.

6.1.5.8 UYFD11 - DAILY DUPLICATE INVOICE LISTING (DUPLICATE/HISTORY) BY INVOICE NUMBER

This list contains invoices that are duplicate or potential duplicate invoices based on the PIIN/SPIIN and Invoice Number combination.

6.1.5.9 UYFD13 - DAILY STATUS OF DISCOUNT INVOICES

The daily status of discount Invoices Report will highlight those invoices that have the maximum number of days remaining for the discount period or the minimum dollar amount of the discount allowed. These invoices will be identified by an asterisk on the report following the reason code. The number of days may be determined locally and provided to the systems office for programming purposes.

6.1.5.10 UYFD14 - INVOICES AWAITING CONTRACT MODIFICATION

This is a weekly listing of Reason Code D invoices on hand. A copy of the listing should be sent to the Contract Administration component involved.

6.1.5.11 UYFD15 - INVOICES AWAITING BASIC CONTRACT

This is a weekly listing of Reason Code C invoices on hand. A copy should be sent to the Contract Administration Office component involved.

6.1.5.12 UYFD16 - INVOICES AWAITING MAAPR RECORD

This is a weekly listing of Reason Code I invoices on hand. This listing should be examined to determine whether the reason code data are more than seven days old. If over seven days old, action should be taken to reconcile the transaction.

6.1.5.13 UYFD17 - INVOICES AWAITING ORIGIN DD FORM 250 LIST

This is an optional listing of Reason Code A invoices on hand. By controlling the As of the Date, DCMDs are able to produce the report to reflect only Code A invoices of a certain age and over. When produced, a copy should be sent the Quality Assurance location involved. See DLAR 8205.1.

6.1.5.14 UYFD18 - INVOICES AWAITING DESTINATION DD FORM 250 LIST

This is a weekly listing of Reason Code C invoices on hand. Use in conjunction with followup procedures.

6.1.5.15 UYFD19 - INVOICES AWAITING APPROVAL

This is a weekly listing of Reason Code H invoices on hand. The invoices requires approval of ACO/PCO or transportation Officer prior to payment and to be used to control invoices requiring approval.

6.1.5.16 UYFD20 - INVOICES AWAITING IN-HOUSE DOCUMENT LIST

This is a weekly listing of Reason Code J invoices on hand. This listing should be examined as in the Reason Code I listing.

6.1.5.17 UYFD21 - WEEKLY INVOICES PAYABLE DAYS

This listing is produced weekly by age specified by functional users. The listing consists of G Coded Invoices and is used to assist in clearing payable invoices in a timely manner.

6.1.5.18 UYFD22 - WEEKLY CODED INVOICE LIST

This listing is received cumulatively for the week. It summarizes all Reason Code cards submitted that match the master record. Check the control to determine balance conditions.

6.1.5.19 UYFD23 - WEEKLY NEW INVOICE LIST

This listing is received cumulatively for the week. It summarizes all new invoices received.

6.1.5.20 UYFD24 - INVOICES ON-HAND LIST

This listing received weekly constitutes the entire invoice record after purging the weekly Codes E and F. Check against the batch controls for total on hand. It is in terminal digit sequence and should be distributed to the invoice control clerks and others as required.

6.1.5.21 UYFD25 - INVOICES BY AGE LIST

This listing received weekly is in terminal digit sequence by age of invoice. The grouping of age is 0-15 days, 16-29 days, 30-59 days, 60-89 days, and 90 or more days. The listing is used for reporting and management control. Invoices over 30 days should be given payment priority and supervisory attention.

6.1.5.22 UYFD28 - WEEKLY CREDIT VOUCHERS RECEIVED

This is a weekly list of all credit vouchers received.

6.1.5.23 UYFD30 - WEEKLY CREDITS APPLIED

This is a list of credits that have been Coded F.

6.1.5.24 UYFD31 - CREDITS AWAITING CONTRACTOR CHECKS

This is a list of credits that have been Coded L.

6.1.5.25 UYFD32 - CREDITS ON HAND OVER 30 DAYS OLD

This is a monthly listing of credit documents in the system on hand over three days (from date of receipt). The Accounts Receivable Clerk uses the report Monitor overage receivables.

6.1.5.26 UYFD33 - CREDIT VOUCHERS ON HAND

This is a weekly and monthly listing, by reason code, in terminal digit sequence of the credit memo master file. The total should be checked against hard copy credit documentation.

6.1.5.27 UYFD34 - SUMMARY OF E CODED INVOICES FOR THE MONTH

This is a monthly listing by contractor or reasons for invoices being returned. The DCMD will assign a locally determined two digit numeric code designating reasons invoices were Coded E such as: 01 - Evidence of Shipment. 02 - Missing Shipment Number and so forth through 19. Invoices which were Coded C ACI and for which there is no contractor name on the invoice master will all be reported together by applicable code with blank name. Any code other than 01 through 18, to include blanks, will be reported under Code 19. List is to be used by management to determine causes and initiate corrective action on improperly prepared/distributed invoices. The list is also used to keep count of the invoices which were deleted from the system due to input error or to be recycled for API. Both of these conditions require the Invoices received Count and Invoices Completed count to be reduced prior to reporting to HQ, DLA.

6.1.5.28 UYFD38 – OVERAGE INVOICES BY AGE LIST

This listing received weekly is in terminal digit sequence by age of invoice. The grouping of age is 30-59 days, 60-89 days, and 90 or more days. The listing is used for reporting and management control. Invoices over 30 days should be given payment priority and supervisory attention.

6.1.5.29 UNAB060A – INVOICE BATCH CONTROL LIST

This is a daily listing of all invoices and BVN that were submitted for processing as EDI 810 transactions. Report is sorted by CAGE Code, and a unique batch identification number, beginning with an E, is assigned for each group of invoices submitted for that CAGE. See chapter 16 for an example of report format and data elements.

6.1.5.30 UNAB060B – EDM BATCH CONTROL LIST

This is a daily listing of all invoices and BVN that were submitted electronically from EDM. Report is sorted by CAGE Code, and a unique batch identification number, beginning with a M, is assigned for each group of invoices submitted for that CAGE. See chapter 16 for an example of report format and data elements.

6.1.5.31 UNMA180A - ACCEPTED ERROR LISTING

The Accepted Error Listing consists of invoice input that contains certain errors such as Money Amounts, Approval Codes, Document Support Codes, etc. See Invoice Error Messages, part 15, appendix 48 of the manual. The error message NO CONTRACT MASTER may indicate an incorrect PIIN/SPIIN or a contract which is not in-house.

6.1.5.32 UNMA180B - REJECTED ERROR LISTING

The Rejected Error Listing consists of Invoice transactions that failed to meet the validation criteria. See Invoice error messages in part 15, appendix 48 of this manual. These transactions are not in the system and must be reinput under a new batch number. All accepted/
rejected error listings will be researched and new invoice data will be submitted in a manner that will guarantee the establishment of a correct master invoice record.

6.1.5.33 UYFC19 - COST AND FEE REJECT LISTING

The Cost and Fee Reject Listing is to provide a daily listing of all BVN invoices that are being rejected each day. None of these invoices are eligible for the API process because the invoice contract number does not match to the CLR File, or the invoice amount is zero. additionally, the report shows rejected manual BVN History Adjustment transactions. All messages that appear on the report for all transactions on this report are automatically recycled each day to determine if the condition causing the reject has been now corrected and the invoices can be processed for API.

6.1.5.34 UYFC21 - COST AND FEE PAYABLE AND MANUAL LIST BY ACRN

This report is to provides a daily listing of all BVNs that were considered for automatic payment. The CLR financial data is portrayed for each invoice and the payment prorations for each ACRN. The report lists all invoices that were automatically paid with the prorations and the message AUTO. all invoices listed on the report with any other message indicates that a manual MAAPR was produced, necessitating manual review and payment. The messages that can appear are:

(1) AUTO - The invoice was paid by API and generated an automatic MAAPR.

(2) EXCEEDS ULO - The BVN invoice amount after payment would exceed the total obligated amount. Will generate a manual MAAPR.

(3) FINAL - The BVN invoice or shipment number contains a final shipment indicator. Will generate a manual MAAPR.

(4) FMS - The BVN invoice is on a contract that contains FMS funds which will require manual review. Will generate a manaual MAAPR.

(5) MAN OTHER - The API process has found a condition that would cause this invoice to be manually reviewed other than the above referenced conditions. Will generate a manual MAAPR with the actual MAAPR messages causing the manual review.

6.1.5.35 UYFD36 – Daily Duplicate Invoice Listing (Terminal Digit) by Invoice Amount

In an attempt to duplicate the effort of quarterly review teams at finding duplicate invoices, this report provides a listing of invoices in which the first three positions of the shipment number are not the same but the last four positions are.

6.1.5.36 UYFD37 – Daily Duplicate Invoice Listing (First Three Positions) by Invoice Amount

In an attempt to duplicate the effort of quarterly review teams at finding duplicate invoices, this report provides a listing of invoices in which the first three positions of the shipment number are the same, position 4 or 8 is different, and positions 5-7 are also the same.

6.1.6 MAAPR REQUEST/DELETE DATA ENTRY

a. GENERAL - This screen is generated from input of Function 2 on the Financial Data Entry Menu (UNAA20).

b. SCREEN FORMAT - Figure 6-11 is a sample screen format for MAAPR Request/Delete Data Entry screen.

```
************************************************************************

UNAA17          MAAPR REQUEST/DELETE DATA ENTRY        BATCH ID: #####
                                                      RECORD NO: #####
CARD CODE:         PIIN:                   SPIIN:

SHIPMENT NUMBER:         ACTION CODE:










DELETE RECORD?
XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

************************************************************************
```

FIGURE 6-11

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
BATCH ID	BATCH IDENTIFICATION (5A/N) - System generated from the Invoice Data Entry Menu.
RECORD NUMBER	RECORD NUMBER (2N) - System generated.
CARD CODE	CARD CODE (1N) - System generated.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - Reflects a number used in conjunction with the basic PIIN to identify calls/orders against Basic Ordering Agreements (BOAs) or Blanket Purchase Agreements (BPAs).
SHIPMENT NUMBER	SHIPMENT NUMBER (8A/N) - Contractor assigned shipment number. Z in the eight position

	indicates a final shipment.
ACTION CODE	ACTION CODE (1A) - Enter an R or D in this field.
DELETE RECORD	DELETE RECORD (1A) - Enter a Y to delete a or leave blank.

6.1.7 UNFQ10 - FINANCIAL INQUIRIES MENU

a. GENERAL – This screen is generated from the input of Function 18 from the Financial Data Entry Menu (UNAA20). This menu allows the user to access various financial inquiry screens.

b. SCREEN FORMAT – Figure 6-12 is a sample screen format of the Financial Inquiries Menu.

```
*******************************************************************************

UNFQ10               FINANCIAL INQUIRIES MENU

                   1 LIST OF ACCOUNTS PAYABLE BY PIIN/SPIIIN *
                   2 ACCOUNTS PAYABLE DETAIL ***
                   3 CASH MANAGEMENT INVOICES BY DUE DATE **
                   4 CASH MANAGEMENT DISBURSEMENT DETAIL *
                   5 ACTIVE INVOICES BY PIIN/SPIIN *
                   6 OVERAGE INVOICE LIST

                         FUNCTION:

      PIIN:                   SPIIN:         SHIPMENT NO:

      BEGINNING DATE:               ENDING DATE:

      BEGINNING AGE:                ENDING AGE:

            * - REQUIRES PIIN/SPIIN
           ** - REQUIRES BEGINNING AND ENDING DATE
          *** - REQUIRES PIIN/SPIIN/SHIPMENT NO

###  #####################################################################
```

FIGURE 6-12

c.INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
FUNCTION	Function (1N) Enter 1, 2, 3, 4, 5, 6. Function 1 requires PIIN/SPIIN number. Function 2 requires PIIN/SPIIN/SHIPMENT Number Function 3 requires a beginning and ending date. Function 4 requires PIIN/SPIIN number. Function 5 requires PIIN/SPIIN number. Function 6 The Beginning Age and Ending Age are Optional for this function.

PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This is the 13-position contract number.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENDTIFICATION NUMBER (4A/N) - Reflects a number used in conjuction with the basic PIIN to identify (1) amendments to the solicitation documents (four position numeric serial number, commencing with 0001) or (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreement (BPA) (four position alphanumeric serial number).
SHIP-NO	SHIPMENT NUMBER (8A/N) - Leave blank or enter Contractor assigned shipment number. Z in the eight position indicates a final shipment.
	*NOTE: Depress ENTER to enter data into the system. Depress PA2 to return to the previous menu screen.
BEGINNING DATE	The Required Beginning Date can not be earlier than current date.
ENDING DATE	The Required Ending date can not more than 5 days from beginning date.
BEGINNING AGE	The Beginning Age field is optional number, if entered cannot be less than 30 days.
ENDING AGE	Ending Age must be equal to or greater than the Beginning Age. If the Beginning Age is Blank then the Ending Age must be blank.

6.1.7.1 UNFQ11- LIST OF ACCOUNTS PAYABLES BY PIIN/SPIIN

a. GENERAL: This screen will be displayed when the user selects Function 1, from the Financial Inquiries Menu – UNFQ10. PIIN/SPIIN must be entered. The inquiry allows the users to view the List of Accounts Payables by PIIN/SPIN.

b. SCREEN FORMAT: Figure 6-13 is a sample format of Screen UNFQ11 – LIST OF ACCOUNTS PAYABLES BY PIIN/SPIIN.

```
****************************************************************************
UNFQ11             LIST OF ACCOUNTS PAYABLES BY PIIN/SPIN

PIIN: ###### ## #####   SPIIN: ####

 SHIPMENT   SHIP    MARK    PROCESS   SHIPPED ACCEPTENCE ACPT   DLVRD   STS
  NUMBER     TO     FOR      DATE      DATE      DATE    SITE   DATE

 ########  ######  ######  ##/##/##  ##/##/##  ##/##/##    #   ##/##/##  #
 ########  ######  ######  ##/##/##  ##/##/##  ##/##/##    #   ##/##/##  #
 ########  ######  ######  ##/##/##  ##/##/##  ##/##/##    #   ##/##/##  #
 ########  ######  ######  ##/##/##  ##/##/##  ##/##/##    #   ##/##/##  #
 ########  ######  ######  ##/##/##  ##/##/##  ##/##/##    #   ##/##/##  #
 ########  ######  ######  ##/##/##  ##/##/##  ##/##/##    #   ##/##/##  #
 ########  ######  ######  ##/##/##  ##/##/##  ##/##/##    #   ##/##/##  #
 ########  ######  ######  ##/##/##  ##/##/##  ##/##/##    #   ##/##/##  #
 ########  ######  ######  ##/##/##  ##/##/##  ##/##/##    #   ##/##/##  #
 ########  ######  ######  ##/##/##  ##/##/##  ##/##/##    #   ##/##/##  #
 ########  ######  ######  ##/##/##  ##/##/##  ##/##/##    #   ##/##/##  #

####  (MORE OR END)

###  #################################################################

****************************************************************************
```

FIGURE 6-13

c. DATA ELEMENT DESCRIPTIONS – The following are the data element descriptions which correspond with the above screen format.

DATA ELEMENT	DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - System generated from the menu screen.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - System generated from the menu screen.
SHP-NO	SHIPMENT NUMBER - This is the shipment number provided by the contractor or in the case of BVN and Progress Payments generated by the system.
SHIP TO	SHIP TO CODE – The six digit DoDAAD Code of the Activity where the shipment was sent.
MARK FOR	MARK FOR LOCATION - The six digit DoDAAD Code of the

	Activity where the goods will finally be delivered.
PROCESS DATE	PROCESS DATE - The date that of the last action against the shipment.
SHIPPED DATE	DATE SHIPPED – Date from Block 3 of the DD Form 250.
ACCEPTANCE DATE	ACCEPTANCE DATE - The date from either Block 21A or 21B of the DD Form 250, or the date from the PKN or PKP Transactions.
ACPT SITE	ACCEPTANCE SITE – 1 position identies where the government takes possession of the goods.
DLVRD DATE	DATE DELIVERED - The date delivered taken from the hard copy document (block 22 on DD Form 250 or DATE DELVD found from PKP or PKN record.
STS	STATUS CODE – 1 position field that identifies the shipment as new (blank), corrected (E or R) or deleted (Z).

6.1.7.2 UNFQ12 – ACCOUNTS PAYABLE DETAIL

a. GENERAL: This screen will be displayed when the user selects Function 2 from the Financial Inquiries Menu – UNFQ10. The inquiry allows the users to view the List of Accounts Payables by PIIN/SPIN.

b. SCREEN FORMAT: Figure 6-14 is a sample format of Screen UNFQ12 – ACCOUNTS PAYABLES BY PIIN/SPIIN.

```
*************************************************************************
UNFQ12               ACCOUNTS PAYABLE DETAIL

PIIN:  ###### ## #####  SPIIN: ####  SHIP NO: ######## SHIP-TO: ######
SHIP-DATE: ## ## ##  QA-DATE: ## ## ##  INVOICE ADPE NO: ######

CLIN    Quantity    Unit Price      U/M  O/R  CLIN AMOUNT   ACRN AR STS

######  ########  ###############    ##   #  ##############   ##   #  #
######  ########  ###############    ##   #  ##############   ##   #  #
######  ########  ###############    ##   #  ##############   ##   #  #
######  ########  ###############    ##   #  ##############   ##   #  #
######  ########  ###############    ##   #  ##############   ##   #  #
######  ########  ###############    ##   #  ##############   ##   #  #
######  ########  ###############    ##   #  ##############   ##   #  #
######  ########  ###############    ##   #  ##############   ##   #  #
######  ########  ###############    ##   #  ##############   ##   #  #
######  ########  ###############    ##   #  ##############   ##   #  #
######  ########  ###############    ##   #  ##############   ##   #  #

####  (MORE OR END)

###  ###################################################################
**************************************************************************
```

6-14

c. DATA ELEMENT DESCRIPTIONS – The following are the data element descriptions which correspond with the above screen format.

DATA ELEMENT	DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER This contract number for the inquiry function Selected.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER –if applicable, this is the Number used in conjunction with the basic PIIN.
SHP-NO	SHIPMENT NUMBER – This is the shipment number provided by the contractor or in the case of BVN and progress Payments generated by the system.
SHIP TO	SHIP TO CODE – The six digit DoDAAD Code of the Activity where the shipment was sent.
SHIP-DATE	DATE SHIPPED – Date from Block 3 of the DD Form 250.
QA-DATE	QUALITY ASSURANCE REPRESENTATIVE SIGNED/ACCEPTANCE DATE - The date from either Block 21A or 21B of the DD Form 250, or the date from the PKN or PKP transactions.
INVOICE ADPE NO:	Number assigned by either input clerk or system in case of EDI, that identifies a particular invoice.
CLIN	CONTRACT LINE ITEM – The line item associated with the Shipment.
QUANTITY	QUANTITY - The quantity of the line item included in the shipment.
UNIT PRICE	The price for a single quantity of the line item.
U/M	Unit of Measure – 2 position identifier that describes unit, (i.e.) ea-each, lo-lot.
O/R	Overrun indicator. 1 position field that indicates whether a quanity is an authorized or unauthorized overrun.
CLIN AMOUNT	Unit price times the quantity or in case of BVN or Progress Payments the amounts are for each ACRN.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - A two position code which identifies a Long Line Accounting Classification Citation number.

AR	Acceptance Record Code – 1 position code that identifies the record as Manual(M) or Automatic(A).
STS	Status Code – 1 position field that identifies the shipment as new (blank), corrected (E or R) or deleted (Z).

6.1.7.3 UNFQ13 – CASH MANAGEMENT INVOICES BY DUE DATE

a. GENERAL: This screen will be displayed when the user selects Function 3 from the Financial Inquiries Menu – UNFQ10. The inquiry allows the users to view the Cash Management Invoice by Due Date.

b. SCREEN FORMAT: Figure 6-15 is a sample format of Screen UNFQ13 – CASH MANAGEMENT INVOICES BY DUE DATE.

```
**********************************************************************
UNFQ13              CASH MANAGEMENT INVOICES BY DUE DATE


                    SHIPMENT   ADPE       INVOICE          DUE      TRANS
     PIIN      SPIN  NUMBER     NO        AMOUNT           DATE     TYPE

 ############# #### #########  ######  ###,###,###,###.##  ##/##/##  ######
 ############# #### #########  ######  ###,###,###,###.##  ##/##/##  ######
 ############# #### #########  ######  ###,###,###,###.##  ##/##/##  ######
 ############# #### #########  ######  ###,###,###,###.##  ##/##/##  ######
 ############# #### #########  ######  ###,###,###,###.##  ##/##/##  ######
 ############# #### #########  ######  ###,###,###,###.##  ##/##/##  ######
 ############# #### #########  ######  ###,###,###,###.##  ##/##/##  ######
 ############# #### #########  ######  ###,###,###,###.##  ##/##/##  ######
 ############# #### #########  ######  ###,###,###,###.##  ##/##/##  ######
 ############# #### #########  ######  ###,###,###,###.##  ##/##/##  ######

 ####  (MORE OR END)

  Transaction Count ###,###,###   Total Dollar Amount  ###,###,###,###.##
 ###  ###########################################################

***********************************************************************
```

6-15

c. DATA ELEMENT DESCRIPTIONS – The following are the data element descriptions which correspond with the above screen format.

DATA ELEMENT	DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER This contract number for the inquiry function Selected.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER –if applicable, this is the Number used in conjunction with the basic PIIN.
SHP-NO	SHIPMENT NUMBER – This is the shipment number provided by the contractor or in the case of BVN and progress Payments generated by the system.

ADPE-NO	Number assigned by either input clerk or system in case of EDI, that identifies a particular invoice.
INVOICE AMOUNT	The total amount of invoice billed by contractor.
DUE DATE	The date payment is due to the contractor.
TRANS TYPE	System generated field identifying the transaction as automatic or manual.
TRANSACTION COUNT	Total count of cash managed invoices for the period specified.
TOTAL DOLLAR AMOUNT	Total amount of cash managed invoices for the period specified.

6.1.7.4 UNFQ14 – CASH MANAGEMENT DISBURSEMENT DETAIL

a. GENERAL: This screen will be displayed when the user selects Function 4 from the Financial Inquiries Menu – UNFQ10. The inquiry allows the users to view the Cash Management Disbursement Detail.

b. SCREEN FORMAT: Figure 6-16 is a sample format of Screen UNFQ14 – CASH MANAGEMENT DISBURSEMENT DETAIL.

```
******************************************************************************
UNFQ14              CASH MANAGEMENT DISBURSEMENT DETAIL

DUE DATE: 00 11 05  ACTG STAT: S33150  PIIN: SP0500 97 M9538  SPIIN:
SHIPMENT NO: BBR0001Z ADPE NO: 123456  ACRN: KG   DISB AMT: 12867.64
AP: 97   X4930 LIMT: 5CK0 ACT CLAS:  000 01     26
TR CD:     TY PMT: 1  CLIN-ELIN: 0001  OVERRIDE DATE: 00 10 18


DUE DATE: 00 11 05  ACTG STAT: S33150  PIIN: SP0500 97 M9538  SPIIN:
SHIPMENT NO: BBR0001Z ADPE NO: 123456 ACRN: KG    DISB AMT: 354.01
AP: 97   X4930 LIMT: 5CK0 ACT CLAS:  000 01     26
TR CD:  Q  TY PMT: 1  CLIN-ELIN: 0001  OVERRIDE DATE: 00 10 18


DUE DATE: 00 11 05  ACTG STAT: S33150  PIIN: SP0500 97 M9538  SPIIN:
SHIPMENT NO: BBR0001Z ADPE NO: 123456 ACRN: KG    DISB AMT: 354.01
AP: 97   X4930 LIMT: 5CK0 ACT CLAS:  000 01     26
TR CD:  T  TY PMT: 1  CLIN-ELIN: 0001  OVERRIDE DATE: 00 10 18

####  (MORE OR END)

###  ############################################################
```

6-16

c. DATA ELEMENT DESCRIPTIONS – The following are the data element descriptions which correspond with the above screen format.

DATA ELEMENT	DESCRIPTION
DUE DATE	The date payment is due to the contractor.

ACTG STAT	ACCOUNTING STATION NUMBER - A code that identifies the funding station that has been allocated the funds being obligated.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER This contract number for the inquiry function selected.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER –if applicable, this is the Number used in conjunction with the basic PIIN.
SHIPMENT NO	SHIPMENT NUMBER – This is the shipment number provided by the contractor.
ADPE NO	Number assigned by either input clerk or system in case of EDI, that identifies a particular invoice
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - A two position code which identifies a Long Line Accounting Classification Citation number.
DISB AMT	DISBURSEMENT AMOUNT - The dollar value of the disbursement transaction.
AP	APPROPRIATION - The ten position code established by the Treasury Dept. to account for funds made available for obligations.
LIMT	LIMIT/SUBHEAD - A breakdown of an appropriation for a specified purpose.
ACT CLAS	ACCOUNTING CLASSIFICATION - A code to identify and report on financial and budgetary transactions as they relate to appropriations and funds made available.
TR CD	TRANSACTION CODE - The code assigned to an accounting classification which is designated for a specific purpose; e.g., T – Transportation, D – Discount, Q – Quantity Variance, W – Progress Payments, etc.
TY PMT	TYPE PAYMENT CODE - The one position code that identifies a payment as final, partial, progress payment etc
CLIN-ELIN	CONTRACT LINE ITEM - EXHIBIT LINE ITEM - The line item associated with the ACRN on the transaction.
OVERRIDE DATE	OVERRIDE DATE – The date payment was released early.

6.1.7.5 UNFQ15 - ACTIVE INVOICES BY PIIN/SPIIN

a. GENERAL: This screen will be displayed when the user selects Function 5 from the Financial Inquiries Menu – UNFQ10. The inquiry allows the users to view the Active Invoices by PIIN/SPIIN.

b. SCREEN FORMAT: Figure 6-17 is a sample format of Screen UNFQ15 – ACTIVE INVOICES BY PIIN/SPIIN.

```
*****************************************************************************
UNFQ15              ACTIVE INVOICES BY PIIN/SPIIN

PIIN: ###### ## #####   SPIIN: ####

 SHIPMENT  ADPE    RCVD         INVOICE          DUE     PROCESS
  NUMBER    NO     DATE          AMOUNT          DATE     DATE    R/C  REMARK

########  ###### ##/##/##  ###,###,###,###.##  ##/##/##  ##/##/##  #    #####
########  ###### ##/##/##  ###,###,###,###.##  ##/##/##  ##/##/##  #    #####
########  ###### ##/##/##  ###,###,###,###.##  ##/##/##  ##/##/##  #    #####
########  ###### ##/##/##  ###,###,###,###.##  ##/##/##  ##/##/##  #    #####
########  ###### ##/##/##  ###,###,###,###.##  ##/##/##  ##/##/##  #    #####
########  ###### ##/##/##  ###,###,###,###.##  ##/##/##  ##/##/##  #    #####
########  ###### ##/##/##  ###,###,###,###.##  ##/##/##  ##/##/##  #    #####
########  ###### ##/##/##  ###,###,###,###.##  ##/##/##  ##/##/##  #    #####
########  ###### ##/##/##  ###,###,###,###.##  ##/##/##  ##/##/##  #    #####
########  ###### ##/##/##  ###,###,###,###.##  ##/##/##  ##/##/##  #    #####
########  ###### ##/##/##  ###,###,###,###.##  ##/##/##  ##/##/##  #    #####

 ####  (MORE OR END)

###  ##########################################################
```

6-17

c. DATA ELEMENT DESCRIPTIONS – The following are the data element descriptions which correspond with the above screen format.

DATA ELEMENT	DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER This contract number for the inquiry function selected.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER –if applicable, this is the Number used in conjunction with the basic PIIN
SHIPMENT NO	SHIPMENT NUMBER – This is the shipment number provided by the contractor.
ADPE NO	Number assigned by either input clerk or system in case of EDI, that identifies a particular invoice
RCVD DATE	RECEIVED DATE - The date the invoice was received at DFAS.
INVOICE AMOUNT	The total amount of invoice billed by contractor.
DUE DATE	The date payment is due to the contractor.

PROCESS-DATE	PROCESS DATE - The date the latest invoice code was assigned (YYMMDD).
R/C	REASON CODE (1A) - Code assigned either automatically or manually that identifies the status of the invoice:

CODE	INVOICE TYPE
A	Awaiting Origin/Plant DD Form 250
B	Awaiting Destination DD Form 250
C	Awaiting Basic Contract
D	Awaiting Contract Modifiction
E	Returned or; otherwise, disposed of
F	Paid Invoice
G	Payable Status
H	Awaiting TCO Approval
I	Awaiting Accounts Payable
J	Awaiting In-House Documents
K	Credit Voucher
L	Awaiting Contractor Check
S	Other Disbursing Office

REMARK	REMARK - This field contains remarks that indicate further explanation of the reason code.

6.1.7.6 UNFQ16 – OVERAGE INVOICE LIST

a. GENERAL: This screen will be displayed when the user selects Function 6 from the Financial Inquiries Menu – UNFQ10. The inquiry allows the users to view the Overage Invoice List.

b. SCREEN FORMAT: Figure 6-18 is a sample format of Screen UNFQ16 – OVERAGE INVOICE LIST.

```
**********************************************************************
UNFQ16              OVERAGE INVOICE LIST

                   SHIPMENT  ADPE         INVOICE      RECEIVE  R
     PIIN     SPIN   NUMBER    NO          AMOUNT         DATE    C REMARK AGE

############# #### ######### ###### ###,###,###,###.##  ##/##/## # #####  ###
############# #### ######### ###### ###,###,###,###.##  ##/##/## # #####  ###
############# #### ######### ###### ###,###,###,###.##  ##/##/## # #####  ###
############# #### ######### ###### ###,###,###,###.##  ##/##/## # #####  ###
############# #### ######### ###### ###,###,###,###.##  ##/##/## # #####  ###
############# #### ######### ###### ###,###,###,###.##  ##/##/## # #####  ###
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############# #### ######### ###### ###,###,###,###.##  ##/##/## # #####  ###

#### (MORE OR END)

###  ################################################################
```

6-18

c. DATA ELEMENT DESCRIPTIONS – The following are the data element descriptions which correspond with the above screen format.

DATA ELEMENT	DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER This contract number for the inquiry function selected.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER –if applicable, this is the Number used in conjunction with the basic PIIN
SHIPMENT NO	SHIPMENT NUMBER – This is the shipment number provided by the contractor.
ADPE NO	Number assigned by either input clerk or system in case of EDI, that identifies a particular invoice
INVOICE AMOUNT	The total amount of invoice billed by contractor.
RCVD DATE	RECEIVED DATE - The date the invoice was received at DFAS
R/C	REASON CODE (1A) - Code assigned either automatically or manually that identifies the status of the invoice: CODE INVOICE TYPE A Awaiting Origin/Plant DD Form 250 B Awaiting Destination DD Form 250 C Awaiting Basic Contract D Awaiting Contract Modifiction E Returned or; otherwise, disposed of F Paid Invoice G Payable Status H Awaiting TCO Approval I Awaiting Accounts Payable J Awaiting In-House Documents K Credit Voucher L Awaiting Contractor Check S Other Disbursing Office
REMARK	REMARK - This field contains remarks that indicate further explanation of the reason code.
AGE	Number of days of the invoice has been in the system based on the received date.

Filename: 1416Part6InvoiceControl.doc
Directory: C:\Documents and Settings\awolak.000\Desktop
Template: C:\Program Files\Microsoft Office\Office\Normal.dot
Title: DLAM 7000.5 Part 6
Subject:
Author: Rick Tower
Keywords:
Comments: Created: 12/17/84
Creation Date: 07/14/03 6:30 AM
Change Number: 2
Last Saved On: 07/14/03 6:30 AM
Last Saved By: awolak
Total Editing Time: 1 Minute
Last Printed On: 07/14/03 7:09 AM
As of Last Complete Printing
  Number of Pages: 68
  Number of Words: 72,541 (approx.)
  Number of Characters: 413,488 (approx.)